SHARP®

MODEL

ZQ-4400

ELECTRONIC ORGANIZER

OPERATION MANUAL

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INTRODUCTION

Congratulations on purchasing the ZQ-4400 Electronic Organizer. Please read this operation manual carefully to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. Also, make it a point to keep this operation manual on hand for reference.

Note:
Some of the accessories described in this manual may not be available in some countries.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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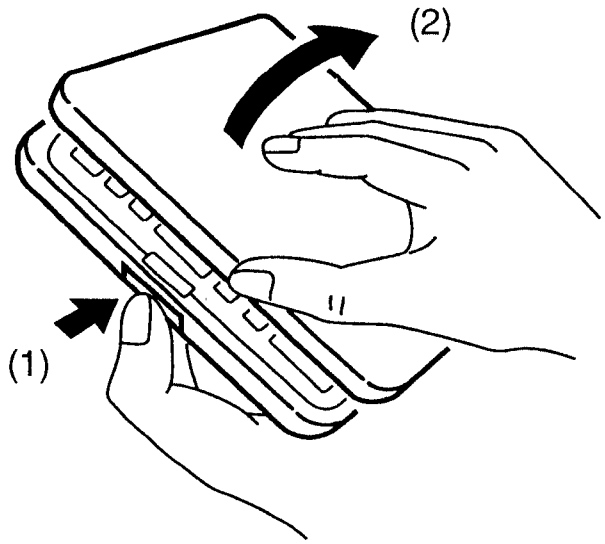
BEFORE USE

Be sure to perform the following procedures before using the Organizer for the first time:

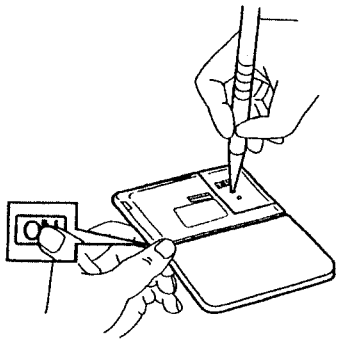
1. **Open your Organizer in the following manner:**
   (1) Push the bottom side of the tab (release the lock).
   (2) Open in this direction.



Caution: Do not use force when opening the upper cover.

The upper cover (where the display and the numeric keypad are located) stops first when opened to approximately 140°. By applying a light force, it can be opened to 180° (maximum opening).

2. **Initialize the Organizer.**
   While holding [ON], press the RESET switch on the back. Release the RESET switch and then release [ON]. The following display will appear:



```
CLEAR ALL DATA

OK (Y/N) ?
```

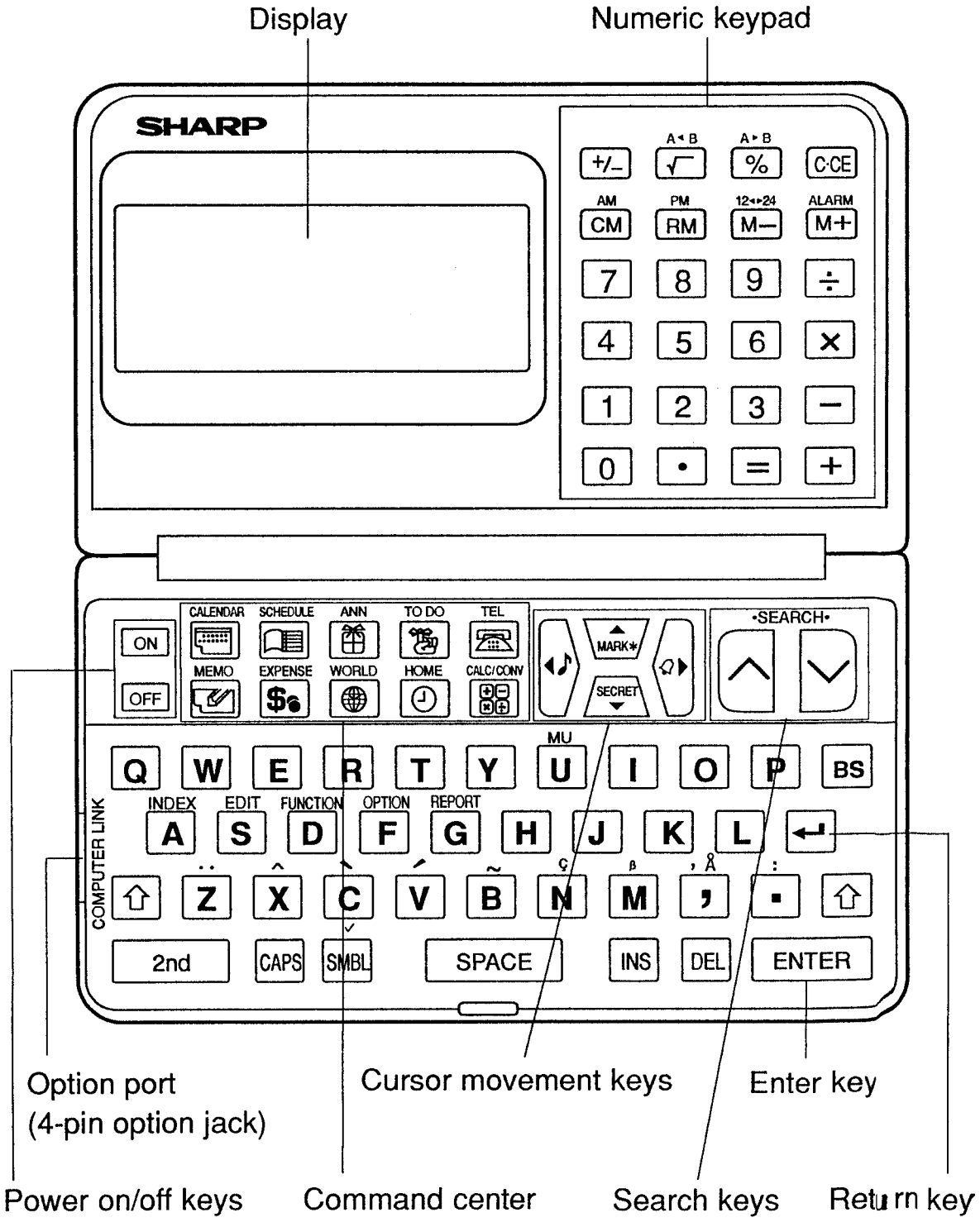
Note: Under certain conditions the message may appear as "CLEAR ALL DATA OK (Y/N)?". Proceed to the next step in either case.

Press [Y].

```
 * TEL 1 *
NAME ?

          CAPS ♪
```

The Organizer is initialized and then the TEL 1 directory is displayed.

Part names


Display
Numeric keypad
SHARP
+/−
√
%
C·CE
AM
PM
12↔24
ALARM
CM
RM
M−
M+
7
8
9
÷
4
5
6
×
1
2
3
−
0
•
=
+
ON
OFF
CALENDAR
SCHEDULE
ANN
TO DO
TEL
MEMO
EXPENSE
WORLD
HOME
CALC/CONV
MARK
SECRET
·SEARCH·
MU
Q W E R T Y U I O P BS
INDEX EDIT FUNCTION OPTION REPORT
A S D F G H J K L
COMPUTER LINK
Z X C V B N M
2nd
CAPS
SMBL
SPACE
INS
DEL
ENTER
Option port
(4-pin option jack)
Cursor movement keys
Enter key
Power on/off keys
Command center
Search keys
Return key

Display symbols

BATT This symbol appears when the operating battery level is low.

EDIT The entry on the display may be edited.

2nd [2nd] has been pressed.

CAPS Capital letters will be entered. (To enter small letters, turn "CAPS" off by pressing [CAPS] .)

***** The data appearing on the display is secret data accessible only by password.

[S] The SECRET function is in effect. (Secret data cannot be recalled without the password.)

♪ A "beep" will sound when a key is pressed.

🔔 The specified schedule alarm(s) will sound.

↑↓ There is more data which is not on the display. The data can be displayed by pressing [▲] or [▼] .

Note: In this manual, only the symbols necessary for explanation will be shown.

Key notations

This manual uses the following notations for key operations and functions.

Key	Notation	Note
CALENDAR	[CALENDAR]	Keys with only one function always appear in the manual with the function name enclosed in a box.
	[▲] or [MARK✱]	Keys with multiple functions appear in the manual with only the contextually appropriate function boxed; i.e., will sometimes appear as [MARK✱] and sometimes as [▲].
INDEX	A or [INDEX]	Alphabetical keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name, as per context.
	7 N	Numerical keys and alphabetical keys with a single function are shown as unboxed numbers and letters.

Note: The blue functions and symbols are operated by pressing [2nd] ("2nd" will be displayed) and the appropriate key. These operations are indicated in the manual as follows:

Example:

- [▼] : Functions as a cursor movement key.
- [2nd] [SECRET] : Turns on the SECRET function.

The [⇧] keys

These keys are used to select capital or small letters or to access the symbols marked in white above keys (: , ').

Contrast adjustment

Adjust the display contrast to make the display easier to read.

1. Press [2nd] [FUNCTION].

```
< FUNCTION >
1 MEMORY CHECK
2 LCD CONTRAST
3 DATA DELETION
```

2. Select "2 LCD CONTRAST".

   2

```
< LCD CONTRAST >

▲ -DARK
▼ -LIGHT
```

3. Press [▲] or [▼] to darken or lighten the display as required. The amount of contrast will change continuously when either [▲] or [▼] is held.
4. After adjusting the contrast, press [C·CE].

Turning the "beep" on and off

While "♪" is displayed, a "beep" will sound when a key is pressed. To turn the "beep" on and off, press [2nd] [♪]. The "beep" will not sound when "♪" is turned off.

BASIC ENTRY PROCEDURES

This chapter disusses basic entry techniques that are applicable for the 6 basic modes: SCHEDULE, TEL, MEMO, ANNIVERSARY, EXPENSE, and TO DO. Refer to the chapter on a particular function for more details about that function. Throughout this chapter, most entry techniques will be demonstrated in the MEMO mode.

Entering characters

Cursor

" _ " appearing on the display designates the cursor. The cursor is used to indicate the position where the next letter, number, or symbol will be entered. When correcting an entry, move the cursor to the position where a character is to be typed over or deleted. The cursor changes to " ▒ ". When insert mode is selected, the cursor changes to " ◁ ". (See page 16.)

Keys and their functions

[▶] : Moves the cursor to the right.

[◀] : Moves the cursor to the left.

[▲] : Moves the cursor up to the previous line.

[▼] : Moves the cursor down to the next line.

[INS] : Puts the Organizer into insert mode. Pressing the key again returns to overwrite mode.

[DEL] : Deletes the character at the cursor position.

[BS] : Backspace key. Deletes the character to the left of the cursor.

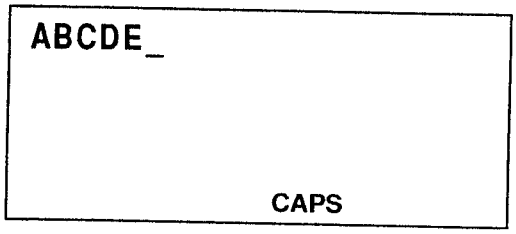
[↵] : Moves the cursor to the beginning of the next line (new line).

[C·CE] : Clears the data being entered.

Entering letters

1. Press [MEMO] to select the MEMO mode and enter "ABCDE" in capital letters, for example.

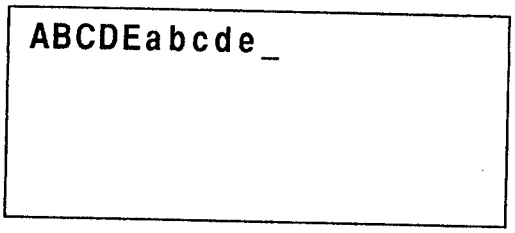
[MEMO] [C·CE] ABCDE



Note: In the smalll letters mode ("CAPS" symbol not displayed), capital letters may be entered by pressing the desired key while holding down the [⇧] key.

2. To enter "abcde" in small letters, press [CAPS]. After "CAPS" disappears, enter "abcde".

[CAPS] ABCDE



To enter capital letters again, turn "CAPS" back on by pressing [CAPS] again.

Note: In the capital letters mode ("CAPS" displayed), small letters may be entered by pressing the desired key while holding down the [⇧] key.

Entering non-English characters

Enter "Ä", "ü", "é" and "ô", for example.

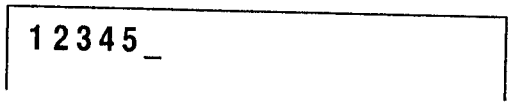
[C·CE] [CAPS]
[2nd] [¨] A
[CAPS] [2nd] [¨] U
[2nd] [´] E
[2nd] [^] O

- "ç" is entered by pressing [2nd] [ç]. Non-English characters can also be entered as symbols.

Entering numbers

Enter "12345", for example.

[C·CE] 12345



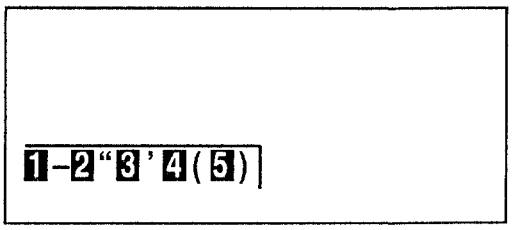
Entering graphic symbols and special characters

Press [SMBL] to select the symbol entry mode. A total of 33 symbol displays may be selected. To select the symbol display containing the desired characters, press [▼] or [▲]. When the desired symbol or character appears, press the number corresponding to its symbol position.

1. Enter the symbol entry mode.

   [SMBL]

   5 symbols will be displayed.



2. Switch to the next set of symbols.

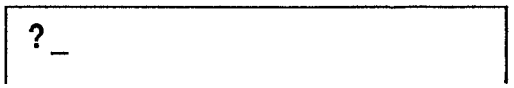
   [▼]

   Each time [▼] is pressed, a new set of 5 symbols will appear in sequence.

3. Enter "?".

   [▼] [▼] [▼] [▼] 1

   Press [1] when "?" appears.



When you press [▲], the previous set of symbols reappears. The initial symbol display is determined by your previous choice. The 5 most recently used symbols and characters will appear in the initial symbol display.

To cancel the symbol entry mode, press [SMBL].

Entering the new-line character "↵"

Enter the "↵" character to continue entry on the next line by pressing [↵]. Then the cursor moves to the beginning of the next line.

Making corrections

Misspellings and incorrect entries can be corrected using the cursor keys as well as [INS] and [DEL] as follows:

Correcting misspellings

If you have entered "NEW YARK" for "NEW YORK", for example, the entry may be corrected as follows:

1. Enter the incorrect spelling.

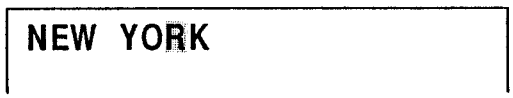
   [MEMO] NEW YARK

2. Now move the cursor to the incorrect letter "A".

   [◄] [◄] [◄]

3. Enter the correct letter "O".

   O

Inserting missing letters

To enter the missing "O" and correct "NEW YRK" to "NEW YORK", for example:

1. Enter the incorrect spelling.

   [C·CE] NEW YRK

2. Next move the cursor over the "R".

   [◄] [◄]

3. Put the Organizer into insert mode.

   [INS]

4. Insert the missing letter.

   O

- When [INS] is pressed, the cursor mark changes from "▒" to "◄" indicating that the insert mode is set. Press [INS] again to exit the insert mode.

Deleting unwanted letters

To correct "NEW YOARK" to "NEW YORK", for example:

1. Enter the incorrect spelling.

   [C·CE] NEW YOARK

2. *Move the cursor to the letter "A" to be deleted.*

   [◄] [◄] [◄]

   NEW YOARK

3. Delete the letter "A".

   [DEL]

- You can also delete "A" by pressing [◄] [◄] [BS].

Note: If [C·CE] is pressed, all data currently being entered will be deleted.

USING THE HOME AND WORLD TIME CLOCKS

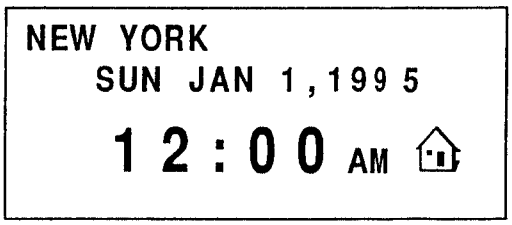
The Organizer has two built-in clocks: a HOME clock to display the local time of day, and a WORLD clock to display the time in any of 27 major cities in the world.

HOME time clock

This is your "daily clock" based on the time in your local area. The default HOME city setting (the initial setting during first-time use or after the reset operation) is New York.

Displaying the HOME time

Press [HOME]. The HOME time screen is displayed while the key is pressed and held down.



Setting and changing the HOME city

Set your local city as the HOME city by selecting its zone number.
Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.
The names and zone numbers of the following 27 cities are stored in the Organizer's memory:

Zone number	City	Zone number	City
1	AUCKLAND	10	MOSCOW
2	NOUMEA	11	CAIRO
3	SYDNEY	12	PARIS
3.3	ADELAIDE	13	LONDON
4	TOKYO	16	RIO DE JANEIRO
5	HONG KONG	17	CARACAS
6	BANGKOK	18	NEW YORK
6.3	YANGON	19	CHICAGO
7	DHAKA	20	DENVER
7.3	NEW DELHI	21	LOS ANGELES
8	KARACHI	22	ANCHORAGE
8.3	KABUL	23	HONOLULU
9	DUBAI	24	MIDWAY
9.3	TEHRAN		

1. Press [2nd] [HOME] to select the HOME clock setting mode.
2. Press [▲] twice.
3. Press [∨] [∧] to display the desired city name from the cities listed above.
4. Press [ENTER].

- When a HOME city selection is made, the Organizer's HOME time setting changes automatically.
- The Organizer's clock continues to function during this procedure.

Notes:

- Some city names are abbreviated on the display as follows:

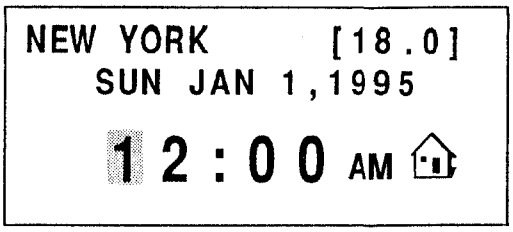
HONG KONG	HONGKONG
NEW DELHI	DELHI
RIO DE JANEIRO	RIO
LOS ANGELES	L.A.
ANCHORAGE	ANC.

- For zone numbers 0, 14 and 15, the city name display is blank.

Setting the HOME time and date

You can set the HOME clock to any desired time and date. For example, to set the time and date to 10:05 AM on January 10th, 1995:

1. Press [2nd] [HOME] to change to the HOME clock setting mode. The cursor flashes, indicating the entry position.



2. Enter the hour and minutes.

   1005 [AM]

   - Hours and minutes must both be entered in two digits.
   - Seconds are reset to 00.

3. Press [12◄►24] to select the 12-hour or 24-hour clock. The display switches between the two clocks each time [12◄►24] is pressed. AM or PM is displayed for the 12-hour clock.

4. Press [▲] and enter the month, day, year.

   01101995

   - The month and date must both be entered in two digits. For January 1st, for example, enter 0101.
   - The desired display order for the month, date and year is selected with the DATE FORMAT option in the Function menu. The default setting is month/date/year. (See "Setting the date format" on page 92.)

5. Press [ENTER]. The clock starts.

- The built-in calendar extends from January 1st, 1901 to December 31st, 2099.
- If an invalid year, month, date or time is entered, nothing will happen when [ENTER] is pressed. Correct the number using the cursor keys.

WORLD time clock

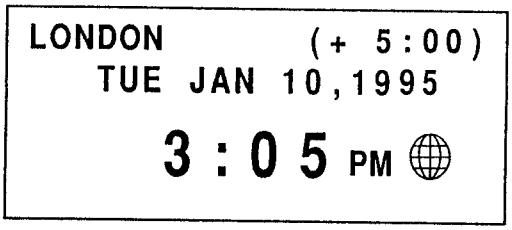
The time in any place in the world can be checked by selecting its zone number.

The default city for the WORLD time is London (the initial setting during first-time use or after the reset operation).

Displaying the WORLD time

Press [WORLD] to display London time. Hold the key down to retain the display.

[+ 5:00] indicates the time difference from the HOME city.



Changing the city for the WORLD time

Once a city is set for the WORLD time, the time in that city will be displayed whenever [WORLD] is pressed.

1. Press [2nd] [WORLD] to select the WORLD clock setting mode. The current city setting appears on the display.
2. Follow the procedure for "Setting and changing the HOME city" on page 19 to select the city name you want.

Changing the time

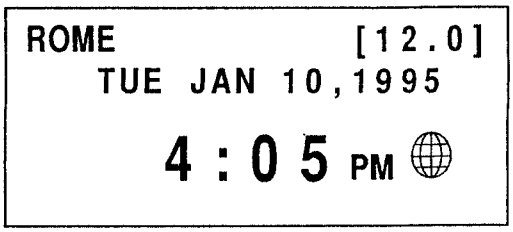
If you wish to change the current HOME time and date, follow the procedure under "Setting the HOME time and date" above. Skip step 2 if you do not want to change the time. Skip step 4 if you do not want to change the date.

Registering a city name not found in the city list

For example, if you wish to set the city for the WORLD time to Rome (which is in zone number 12, but is not included in the city list):

1. Press [2nd] [WORLD] to select the WORLD clock setting mode. The cursor flashes on the city name line.
2. Use [∧] and [∨] to set the zone number to 12.
3. Enter the city name (up to 8 characters).

ROME [SPACE]



4. Press [ENTER] to store the name.

Note: To register a city name for the HOME clock, first press [2nd] [HOME] followed by [▲] [▲] to move the cursor to the city name line.

Setting daylight saving time

If daylight saving time (DST) is used the local time is advanced one hour during the summer. The HOME time clock and the WORLD time clock can be set for DST as follows:

HOME time clock

To set:
1. Press [2nd] [HOME].
2. Enter the correct DST time.
3. Press [2nd] [ENTER].

" ☼ " appears on the display and DST is set.

To clear:
1. Press [2nd] [HOME].
2. Enter the correct time.
3. Press [2nd] [ENTER].

" ☼ " disappears and DST is cleared.

Note: In the HOME clock, the " ☼ " display is turned on or off whenever [2nd] [HOME] then [2nd] [ENTER] are pressed, even if the time setting is not changed.
After this operation, seconds are reset to 00.

WORLD time clock

To set: 1. Press [2nd] [WORLD].
2. Press [2nd] [ENTER].
" ☼ " appears on the display and DST is set. Setting DST in the WORLD clock automatically sets the time one hour ahead.

Note: When DST is set for one WORLD city, it is used for all cities displayed in the WORLD clock.

To clear: 1. Press [2nd] [WORLD].
2. Press [2nd] [ENTER].
" ☼ " disappears and the time for all WORLD cities is set one hour backwards.

- Daylight saving time can be set independently in the HOME and WORLD time clocks. For example, if daylight saving time is set for the HOME clock, it does not have to be set for the WORLD clock.

USING THE CALENDAR FUNCTION

Monthly calendars covering the period from January 1901 through December 2099 can be displayed.
In addition, for a given day it is possible to determine the number of days that have passed since January 1st of that year and the number of days remaining until December 31th of the same year.

Displaying and changing the monthly calendar

There are three methods of recalling dates and scanning the built-in calendar.

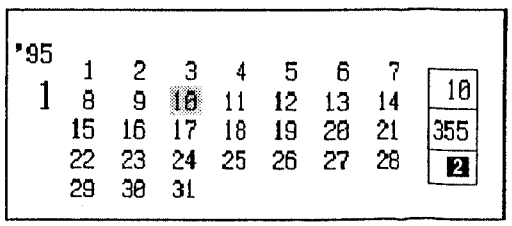
- Displaying the calendar and changing the month with [∨] or [∧].
- Specifying the desired date, past or future, with the numerical keys.
- Designating the year and month on the monthly calendar.

Changing the month with [∨] or [∧]

Once the CALENDAR mode has been selected, the month can be changed by pressing [∨] (to display upcoming months) or [∧] (to display past months) as follows:

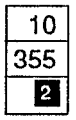
1. Select the CALENDAR mode.

[CALENDAR]



Notes:

- If the above display does not appear, press [2nd] [CALENDAR] to display the current monthly calendar. In this instance, if you set the Organizer's built-in clock for January 10, the calendar for January 1995 will be displayed.
- In the year display, a " ' " is attached to the years 1901 to 1999, while no mark is attached to the years 2000 to 2099.

- The numbers "  " will appear at the right of the display. "10" indicates that this is the 10th day of 1994, "355" indicates that there are 355 days left in the year, and "2" indicates that this is the 2nd week of the year.
- Each Monday-to-Sunday interval is considered a week. If January 1 falls on or before Thursday, it is in the first week of the year. If it falls after Thursday, it is in the last week of the previous year.

2. Press [∨] to display the calendar for the next month.
3. Press [∧] three times to display the calendar for three months prior to the month presently on the display.

Note: When [∨] or [∧] is held down, the calendar will scroll forward or backward continuously.

Press [2nd] [CALENDAR] to return the calendar to the current date.

Setting a date with the numerical keys

Use [−] or [+] to set a date that is a specified number of days in the past or future.

For example, first find the date 90 days after January 15 and then, from that date, find the one 35 days preceding it. (This example assumes today is January 10, 1995):

1. Select the CALENDAR mode, and set January 15 as the reference date.

   [CALENDAR]

   [▶] [▶] [▶] [▶] [▶]

   - To set the reference date to a different month, display the new month by pressing [∨] or [∧] and then flash the date with the cursor movement keys.

2. Set the date for the 90th day from the reference date.

   [+] 90 [=]

   The calendar for April 1995 appears, with the 15th flashing.

- The number of days specified can range from 9999 days in the past to 9999 days in the future.

3. Set the date five weeks (35 days) before April 15th, 1995.

   [−] 35 [=]

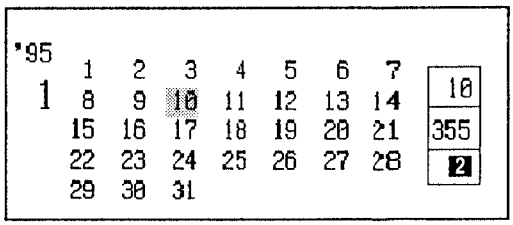
   The calendar for March 1995 appears, with the 11th flashing.

Recalling a month by designating the date

You can also change the calendar with [C·CE] by entering the date which you would like to display when the date prompt appears, and then pressing [CALENDAR] again.
For example, to display the month of February 1996:

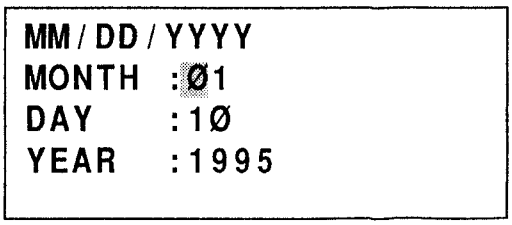
1. Select the CALENDAR mode.

   [CALENDAR]



2. Enter the date entry mode.

   [C·CE]

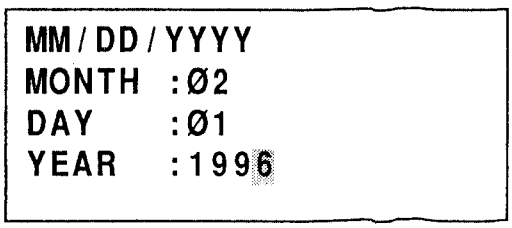


   To make a correction, move the cursor with the cursor movement keys, or press [C·CE] to clear the displayed date.

   [C·CE]

3. Enter the date.

   02011996



Note: To enter a single-digit date or month, enter zero and the digit (e.g., "06").

4. Recall the calendar.

   CALENDAR

   The specified monthly calendar will be displayed.

USING THE SCHEDULE FUNCTION

You can enter important future appointments as well as important dates in the past into the Organizer's Schedule function. These dates are marked with tags on a Organizer's calendar display. In addition, you can set an alarm to sound at a scheduled time as a reminder. (Refer to "Using the schedule alarm," page 41.)

Entering data in the SCHEDULE mode

The date of a schedule item can be selected using three different methods.

- By selecting the desired date in the CALENDAR mode.
- By selecting the desired date in the SCHEDULE mode.
- By recalling the desired date directly.

Once the date has been selected, actual entry of the schedule item is the same for all three methods.

Note: Multiple items may be scheduled on the same date.
If other items have been previously scheduled for a given date, simply enter the new appointment over the old one.

Entering items from the CALENDAR mode

To enter an item from the CALENDAR mode, such as "February 20, 1995 10:00AM-2:00PM ABC Project meeting":

1. Select the CALENDAR mode.

   [CALENDAR]

   In this example, January 1995 appears.

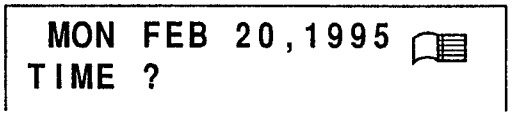
2. Change the calendar to February 1995.

   [∨]

3. Move the cursor to the 20th of February, using the cursor movement keys.

4. Change to the SCHEDULE mode.

[SCHEDULE]

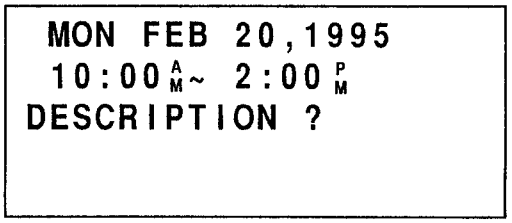


The date you have selected (February 20, 1995) will appear at the top of the display. The bottom part of the display is for schedule time and details of the event.

5. Enter the starting and ending times.

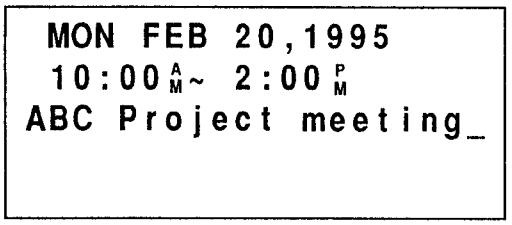
10 [AM] 2 [PM]

(":00" will be entered automatically if no minutes are specified.)



6. Enter the schedule details.

ABC Project meeting

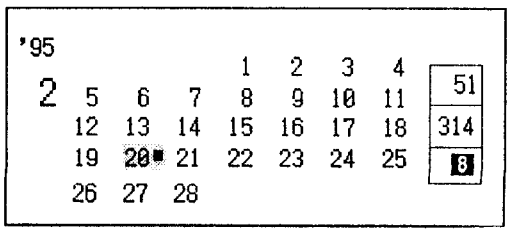


7. Store the scheduled meeting in the memory.

[ENTER]

8. Check to see if the data has been registered in the memory.

[CALENDAR]



Notice the tag (■) next to "February 20". It indicates a scheduled item for that date. (Items beginning in the morning result in a tag at the upper right of the date, while those beginning after noon result in a tag at the lower right of the date.)

Entering items from the SCHEDULE mode

There are two methods of selecting the date. Use whichever is more convenient.

Selecting the date with [∨] and [∧]

This method is convenient for displaying a nearby date. It changes the schedule display day by day until the desired date appears.

For example, if you wish to schedule an item such as "February 17, 3:00PM – 5:00PM Sales meeting":

1. Press [SCHEDULE].

   If there is an item scheduled for today, it will appear.

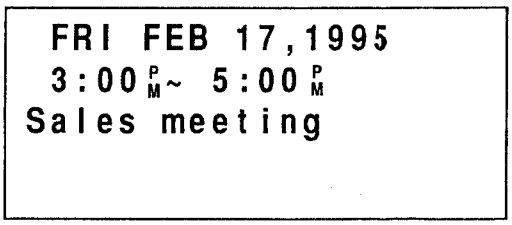
2. Recall "February 17" using [∧] or [∨].

   (Press [∧] or [∨] until "February 17" is recalled.)

3. Enter the schedule time and details.

   3 [PM] 5 [PM]

   Sales meeting [ENTER]



- To make another entry on the same date, simply begin entering the time and description of the new entry.

Scheduling with [C·CE] and the numerical keys

When the date is not close to the displayed date, you may find it more convenient to enter schedule items with the numerical keys.

For example, to schedule, "February 24, 1995 1:30PM Dr. Wilson visit at guest room":

1. Enter the date entry mode.

   [SCHEDULE] [C·CE] [C·CE]

2. Enter the scheduled date (February 24, 1995).

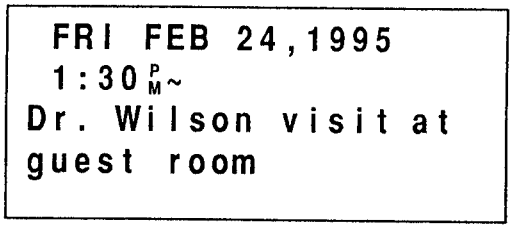
   02241995

3. Select the SCHEDULE mode.

   [SCHEDULE]

4. Enter the schedule time and details.

   1 [:] 30 [PM] [▼]
   Dr [•] [SPACE]
   Wilson visit at
   guest room [ENTER]



Note: If you don't know what time a schedule item, such as a meeting, will finish, press either [▼] or [ENTER] following the starting time, then enter the schedule item.

Scheduling items without times

After selecting the schedule date as outlined above, schedule items can be entered directly without a specified time, except when you want to begin the schedule details with a number. Simply begin entering the letters for the item. (In this instance, the tag marking the scheduled item on the monthly calendar will appear on the upper right next to the date.)

Recalling scheduled data

The following eight methods may be used to display previously scheduled items:

- Recalling today's agenda.
- Recalling scheduled items from the CALENDAR mode.
- Recalling scheduled items from the SCHEDULE mode.
- Recalling only scheduled dates (skipping empty dates).
- Recalling scheduled items from the SCHEDULE mode by entering the date numerically.
- Recalling scheduled items by using the first letter(s) of the item.
- Recalling scheduled items with a keyword search.
- *Recalling scheduled items using the index display.*

Note: When several schedule items are entered for the same day, items without a specified time are recalled first, followed by items with a specified time in chronological order.

When there is more than one schedule item with the same starting time, items with an earlier finishing time are recalled first.

Recalling today's agenda

Press [2nd] [SCHEDULE].

If nothing has been entered for the day, only the date will be displayed.

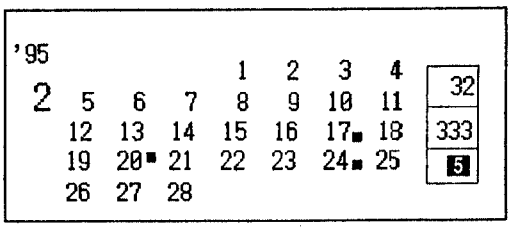
Recalling scheduled items from the CALENDAR mode

To recall a daily schedule from the CALENDAR mode, first select the appropriate date in the CALENDAR mode and then press [SCHEDULE].

For example, to recall the schedule for February 20, 1995:

1. Select the CALENDAR mode and display February.

[CALENDAR]
[v]



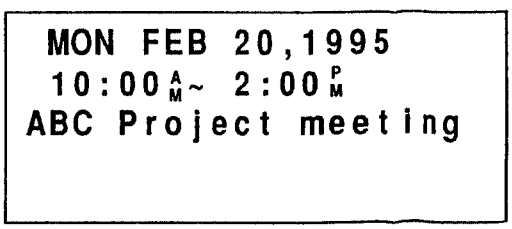
2. Select the 20th with the cursor keys.

[▼] [▼] [▼] [◄] [◄]

Note: You may also recall February 20 by pressing [C·CE] and entering the date.

3. Recall the schedule display.

[SCHEDULE]



Recalling scheduled items from the SCHEDULE mode

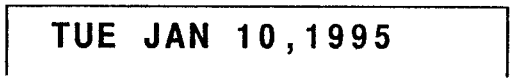
To recall the schedule directly from the SCHEDULE mode in forward or reverse direction, first set the SCHEDULE mode and then press [v] (to

recall the next day and future days) or [∧] (to recall the last and previous days) as required.

For example, to recall the schedules for today and tomorrow:

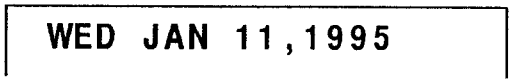
1. Select the SCHEDULE mode and display the today's schedule.

   [2nd] [SCHEDULE]

2. Recall the schedule for the next day.

   [v]

   The agenda for the next day will be displayed. If there are several items scheduled on the same day, use [v] to recall them in chronological order.

Recalling only scheduled dates (skipping empty dates)

Press [2nd] [v] repeatedly so that the days on which there are items on the agenda are searched for, starting with the day appearing on the display.

1. Search for all days containing scheduled items.

   [SCHEDULE]
   [2nd] [v]

2. Press [2nd] [v] to recall the next scheduled items.

- After the last scheduled item has been found, "NOT FOUND !" is briefly displayed and then the previous display reappears. Pressing [2nd] [∧] references scheduled items in reverse.
- Pressing [SCHEDULE] [C·CE] [C·CE] and [2nd] [v] displays the chronologically first scheduled item. If you press [2nd] [∧], the chronologically last scheduled item is displayed.

Recalling scheduled items from the SCHEDULE mode by *entering the date numerically*

You can recall a date directly from the SCHEDULE mode by numerical

entry. Select the SCHEDULE mode, press [C·CE], then enter the date with the numerical keys in accordance with the prompts. This method is handy for recalling scheduled items which are far away.

For example, to recall the schedule for February 17, 1995:

1. Enter the date entry mode.

   [SCHEDULE] [C·CE] [C·CE]

2. Enter the date.

   02171995

```
MM/DD/YYYY
MONTH  :02
DAY    :17
YEAR   :1995
```

3. Recall the agenda for that date.

   [SCHEDULE]

Recalling scheduled items by using the first letter(s) of the item

Enter the first letter(s) of the schedule item you would like to recall on the display and then press [∨] to recall it.

Note: Be sure to enter the first letter(s) exactly as they were entered. A difference in capital or small letters will cause the search to fail.

For example, to recall "Dr."-related items scheduled after January 10, 1995 (today):

1. Select the SCHEDULE mode. Today's schedule is displayed.

   [2nd] [SCHEDULE]

2. Enter the first letters and press [∨].

   Dr. [∨]

```
 FRI FEB 24,1995
 1:30 PM~
Dr. Wilson visit at
guest room
```

Note: When [∨] is pressed, a forward search from the displayed date will begin for scheduled items beginning with the word "Dr.". If [∧] is pressed, a reverse search will take place for items scheduled before the date presently appearing on the display.

Recalling scheduled items with a keyword search

Enter any word contained anywhere in an entry, and the Organizer will find the entry with [2nd] [∨].

Note: Be sure to enter the keyword exactly as it was originally entered. A difference in capital or small letters will cause the search to fail.

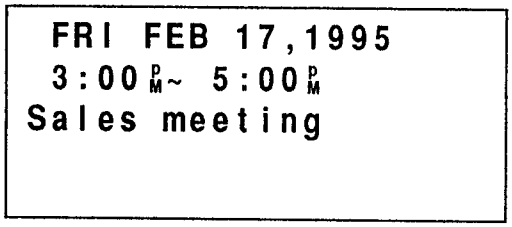
To search for scheduled items containing the word "meeting" after January 1, 1995, for example:

1. Recall the schedule for January 1, 1995.

   [SCHEDULE] [C·CE] [C·CE] 01011995 [SCHEDULE]

2. Enter the keyword for the search and press [2nd] [∨].

   meeting [2nd] [∨]



The first scheduled item containing the word "meeting" after January 1, 1995 will appear on the display.

Repeated search:

To search for additional items containing the word "meeting", press [2nd] [∨] repeatedly. When no more items containing the word "meeting" are scheduled, "NOT FOUND !" will appear on the display.

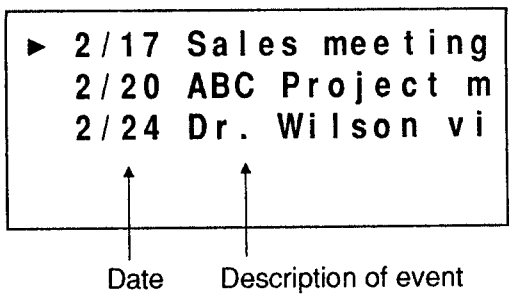
Reverse search:

To browse back through the list of entries containing the keyword, press [2nd] [∧].

Recalling scheduled items using the index display

An index of your scheduled entries is available, sorted in chronological order.

1. Press [SCHEDULE] .
2. Press [2nd] [INDEX] .
   Up to 4 entries are displayed at a time.



The first 13 characters of the first line of each entry are displayed.

The entry being displayed when [2nd] [INDEX] is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the day will be at the top of the list. If no entry exists on that day, the next or last entry will be at the top.
Press [▼] or [▲] to move the pointer "►" down or up, or [∨] or [∧] to step to the next or previous page of 4 entries. Press [ENTER] to display details of the entry indicated by the pointer.

You can also display an index of entries for a desired date.

1. Press [SCHEDULE] .
2. Press [C·CE] twice and enter the date you want to check.
3. Press [2nd] [INDEX] .

Items scheduled for the specified and any subsequent dates will be displayed. If there is no scheduled item on the specified or subsequent dates, the last item will be displayed. If you did not enter a date in step 2 above, the index display will start from the earliest scheduled item.

Editing scheduled data

Previously scheduled data may be edited by pressing [2nd] [EDIT] . Once the edit mode is entered, the data may be edited directly using [►] , [◄] , [▼] , [▲] , [INS] , [DEL] , etc.

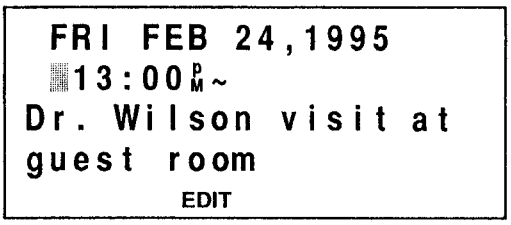
For example, to change "guest room" within a schedule item on February 24 to "meeting room":

1. Recall this item on the schedule for February 24.

   [SCHEDULE] [C·CE] [C·CE] 02241995 [SCHEDULE]

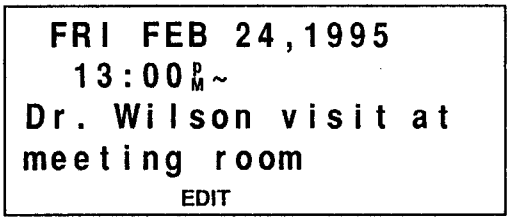
2. Enter the edit mode.

   [2nd] [EDIT]



3. Move the cursor to the section to be edited and correct it.

   [▼] [▼]
   meeti [INS] ng



4. Store the edited data.

   [ENTER]

Copying scheduled data

If you would like to enter a new item on a different date that has the same or similar content to a previously scheduled item, you may save time by copying the previous entry onto the new date using the copy function and editing it later if required.

The copy function operates similarly to the edit mode, but instead of pressing [ENTER] to store the data, [2nd] [ENTER] is pressed. After the data is copied to the new date, it also remains on the previous date as it was originally entered.

For example, if the "ABC Project meeting" scheduled on February 20 is also to be held at the same time on March 6, you may copy it to the new date as follows:

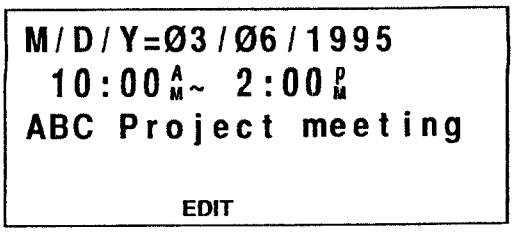
1. Recall the items scheduled for February 20 and enter the edit mode.

   [SCHEDULE] [C·CE] [C·CE] 02201994 [SCHEDULE]

   [2nd] [EDIT]

2. Change the date.

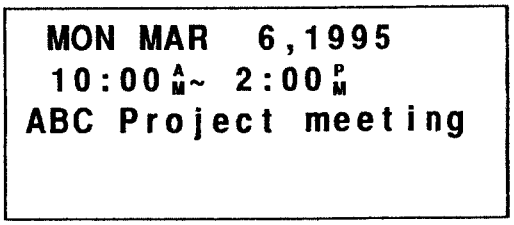
   [▲] 0306



   You can also change the entire date by pressing [▲] [C·CE] at this point and entering an entire new date.

3. Copy the data.

   [2nd] [ENTER]



   In this instance, the time and detail are stored in the memory as they are without correction. If the copied data requires additional editing, it may be edited as described in "Editing scheduled data" above.

Deleting scheduled data

Scheduled data can be deleted by the following three methods:

- Deleting one scheduled item at a time
- Deleting the agenda for an entire month
- Deleting all of the data in the schedule memory

Deleting one agenda item at a time

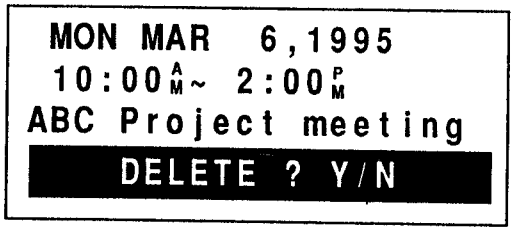
First recall the data you would like to delete on the display and delete it with [DEL] and [Y].

For example, to delete the "ABC Project meeting" scheduled for March 6:

1. Recall the schedule for that day.

   [SCHEDULE] [C·CE] [C·CE] 03061995 [SCHEDULE]

2. Press [DEL].



   The delete prompt "DELETE ? Y/N" appears.

3. Press [Y]. (To retain the data, press [N].)

- After deletion, the next scheduled item for that day or that date alone will be displayed.
- You can also delete individual entries from the index display. Move the pointer to select the entry you want to delete and press [DEL].

Deleting the agenda for an entire month

To delete the agenda for February, 1995, for example:

1. Select the CALENDAR mode and display the calendar for the month you would like to delete.

   [CALENDAR] [C·CE] [C·CE] 02011995 [CALENDAR]

2. Press [DEL].
   The delete prompt "DELETE ? Y/N" appears.

3. Press [Y]. (To retain the data, press [N].)

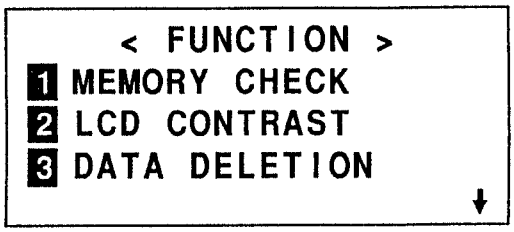
After the agenda for the month has been deleted, the flags on scheduled dates will disappear from the calendar.

Deleting all the data in the schedule memory

All the data in the schedule memory can be deleted using the miscellaneous functions.

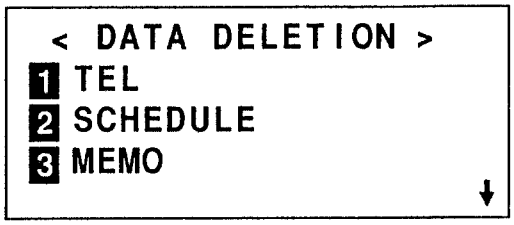
1. Recall the Function menu.

   [2nd] [FUNCTION]



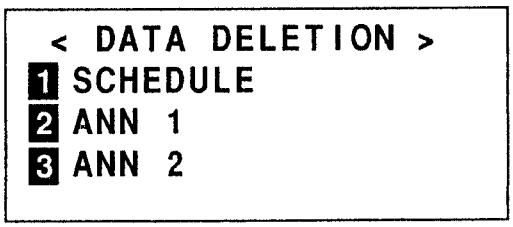
2. Select "3 DATA DELETION".

   3



3. Select "2 SCHEDULE".

   2



4. Select "1 SCHEDULE".

   1

   The delete prompt "DELETE ? Y/N" appears.

5. Press [Y]. (To retain the data, press [N].)

Note: When the SECRET function is turned on, "SECRET ON MODE" will appear on the display. In this instance, the SECRET function must be turned off first before the data can be deleted. (Refer to "Turning off the SECRET function" on page 85.)

Using the schedule alarm

The Organizer schedule alarm sounds when the time for a scheduled appointment or other item on the agenda arrives. To stop the alarm after it starts beeping, simply press [C·CE]. If [C·CE] is not pressed, the alarm will stop automatically after approximately 20 seconds.

Setting the alarm to ring

The schedule alarm can be set for a scheduled item.

- Select a scheduled item and mark it for an alarm with "🔔".
- Activate the alarm for that item with "🔔".

Once a scheduled item has been selected for an alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items. In this case, only the message "<SECRET !>" will be displayed at the alarm time.
If you do not wish to have the alarm sound, you can turn the alarm off.

Setting the schedule alarm

First display the scheduled item for which you wish to set the alarm and press [ALARM]. "🔔" appears to the left of the starting time for the scheduled item on the display, to indicate that the alarm has been set for that item. You can also set the alarm while you schedule an item on the agenda by pressing [ALARM].
If you press [ALARM] when "🔔" is already displayed, the alarm will be canceled and "🔔" will disappear from the display.

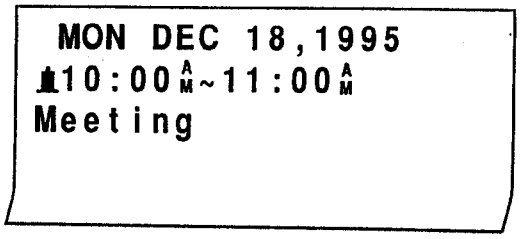
For example, to set an alarm for a meeting scheduled on December 18 ("December 18, 1995, 10:00 AM–11:00 AM Meeting") while entering the schedule item:

1. Enter the date, time, and schedule details.

[SCHEDULE] [C·CE] [C·CE]
12181995 [SCHEDULE]
10 [AM] 11 [AM]
Meeting

2. Set the alarm.

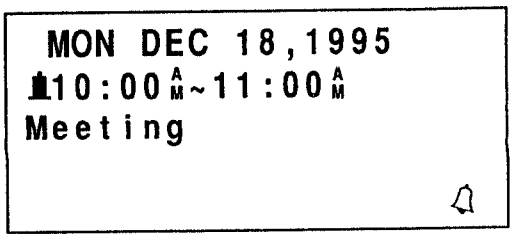
[ALARM]



Once the alarm has been set for the schedule item, " 🔔 " appears before the scheduled starting time.

3. Store the item.

[ENTER]



" 🔔 " will appear.

The alarm will sound at the starting time of the meeting.

- " 🔔 " appears or disappears each time [2nd] [🔔] is pressed.

Note: If the time of the schedule item for which you wish to set the alarm has already passed, the following message appears on the display.

After the alarm sounds, " 🔔 " will disappear and the scheduled item will remain in memory without " 🔔 ".
If " 🔔 " is turned off and the set alarm time has passed, " 🔔 " will remain in front of the scheduled item.

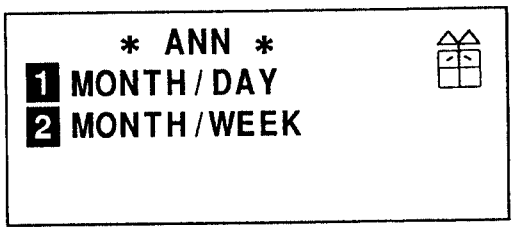
USING THE ANNIVERSARY FUNCTION

The Anniversary (ANN) function allows you to conveniently record annual events such as birthdays and anniversaries. Once entered, these events are displayed highlighted in reverse (white on black) on the CALENDAR. You can also set the Organizer to display these events every time it is turned on, either on the date of the event or every day of the week leading up to it, so that you can prepare for it in advance.

Entering anniversaries

Display the ANN menu.

[ANN]



You can enter two types of anniversaries: for events that occur on the same date every year (MONTH/DAY), such as birthdays, and for events that occur on a certain day every year, such as the fourth Thursday of November (MONTH/WEEK).

To store your friend Mary's birthday, May 7, and to set a display reminder starting one week before the event:

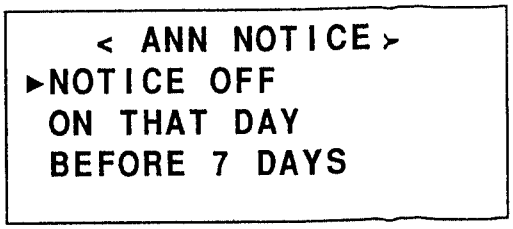
1. Select "1 MONTH/DAY".

   1

2. Enter the date and then a description of the occasion.

   0507 [ENTER]

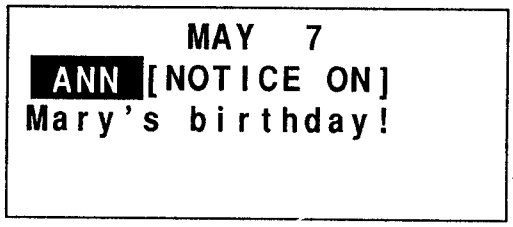
   Mary's birthday! [ENTER]



The ANN NOTICE menu is displayed, which allows the Organizer to advise you of any important anniversaries each time the Organizer is turned on. Select "ON THAT DATE" to activate this function only on the date of the anniversary or "BEFORE 7 DAYS" to activate a week in advance, or "NOTICE OFF" if a notice is not needed.

3. Select "BEFORE 7 DAYS" in the ANN NOTICE menu.

[▼] [▼] [ENTER]



The entry is stored. To begin another MONTH/DAY entry, press [C·CE] or simply begin entering the date of the new entry.

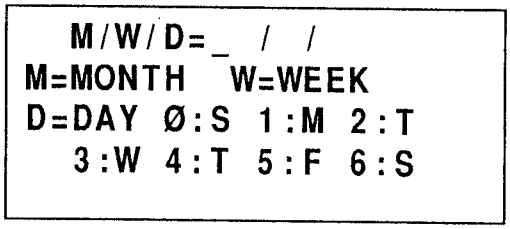
To register Mother's Day (the second Sunday of May) and set a reminder on that day:

1. Return to the ANN menu.

[C·CE] [C·CE]

2. Select "2 MONTH/WEEK".

2



3. Enter the month, the week (first, second, third, etc.) and the day of the week, as indicated, then type in a description of the event.

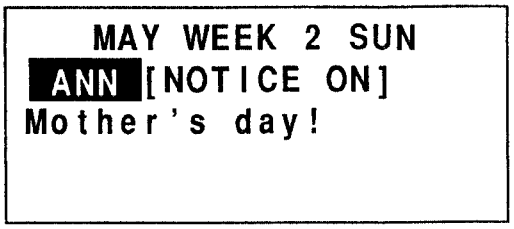
0520 [ENTER]

Mother's day!

[ENTER]

4. Select "ON THAT DAY" in the ANN NOTICE menu.

[▼] [ENTER]



The entry is stored. To begin another MONTH/WEEK entry, press [C·CE] or simply begin entering the month/week/day of the new entry.

Once an anniversary is entered, the date for it is highlighted in reverse on the CALENDAR.

Note: The number of anniversaries stored in the Organizer will affect the time before an initial display appears when the Organizer is turned on. The more entries there are, the longer it will take.

Recalling anniversaries

ANN entries are sorted by date. They can be recalled in four ways.

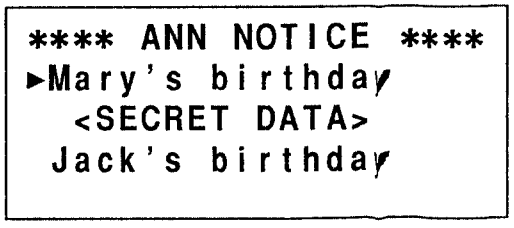
- From the ANN NOTICE display
- Sequential search using [∨] and [∧]
- Specifying the date of the event
- Using the index display

From the ANN NOTICE display

If you set the ANN NOTICE function for an entry, that entry is displayed on specified date(s) every time the Organizer is turned on and its details can be recalled whenever necessary.

1. Turn the Organizer on.

[ON]



Multiple entries are listed chronologically in the order of MONTH/DAY then MONTH/WEEK. (Press any mode key if you want to use the Organizer at this time.)

2. Press [▼] or [▲] to move the pointer "►" down or up to select an entry, or [v] or [^] to step to the next or previous page of 3 entries.
3. Press [ENTER] to display details of the entry.

Note: If the ANN NOTICE function for an entry has been set to on while the entry is marked as secret and the SECRET function is also on, it will be displayed as "<SECRET DATA>". Such an entry cannot be recalled. (Refer to "USING THE SECRET FUNCTION", page 83.)

Sequential search

To recall entries in chronological order:

1. Press [ANN] and select "1 MONTH/DAY" or "2 MONTH/WEEK".
2. Press [v] to recall entries in the forward direction or [^] to recall them backwards.

If there are no more entries, "NOT FOUND !" is displayed.

Specifying the date

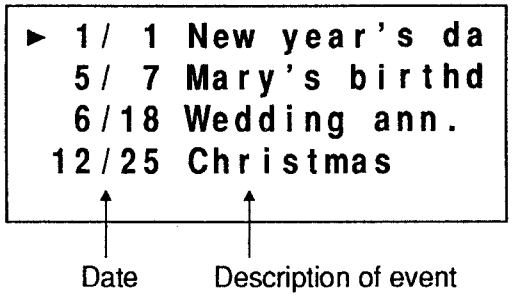
1. Press [ANN] and select "1 MONTH/DAY" or "2 MONTH/WEEK".
2. Enter the date of the event you want to recall using the same date format it was first entered in.
3. Press [v] to recall entries forwards or [^] to recall backwards.

If there is no entry on the specified date, the nearest entry following that date will be displayed.
If there are no more entries, "NOT FOUND !" is displayed.

Using the index display

1. Press [ANN] and select "1 MONTH/DAY" or "2 MONTH/WEEK".
2. Press [2nd] [INDEX].

Up to 4 entries can be displayed at a time.



The first 13 characters of the first line of each MONTH/DAY entry or the first 12 characters of the first line of each MONTH/WEEK entry are displayed.

The entry being displayed when [2nd] [INDEX] is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the current date will be at the top of the list. If there is no entry on the day, the first entry following that date or the last entry in the mode will be displayed.

Press [▼] or [▲] to move the pointer "►" down or up to select an entry, or [∨] or [∧] to step to the next or previous page of 4 entries. Press [ENTER] to display details of the entry.

Editing anniversaries

To edit an ANN entry, recall the entry, and then press [2nd] [EDIT]. The cursor will appear at the first character of the description field. To change the date, press [▲] to move to the date entry field.

After editing the date and/or description, press [ENTER]. The ANN NOTICE menu will appear. Change the selection using [▼] and [▲] followed by [ENTER] if necessary, or simply press [ENTER] to store the new entry.

Notes:

- To clear the contents of the date or description entry field, press [C·CE].
- In the ANN NOTICE display, you can also press [2nd] [ENTER] instead of [ENTER] to store a revised entry without erasing the original one.

Deleting anniversaries

ANN entries can be deleted individually or as a block.

Deleting single entries

To delete an individual entry, recall it or select it in the index display with the pointer, and then press [DEL]. Press [Y]. (To retain the entry, press [N].)

Deleting all entries

To delete all MONTH/DAY or MONTH/WEEK entries:

1. Select "3 DATA DELETION" from the Function menu.

   [2nd] [FUNCTION] 3

2. Select "2 SCHEDULE".

   2

3. Select "2 ANN 1" for MONTH/DAY entries or "3 ANN 2" for MONTH/WEEK entries.
   The delete prompt "DELETE ? Y/N" appears.

4. Press [Y]. (To retain the data, press [N].)

Note: All MONTH/DAY or MONTH/WEEK entries can be deleted only if the SECRET function is off. (See page 85.)

USING THE TELEPHONE DIRECTORY

The telephone directory (TEL mode) stores the names, telephone numbers, and addresses of business clients, companies, personal friends and so on.

The Organizer's telephone directory actually includes three different telephone directories in one (TEL 1, TEL 2, and TEL 3) for keeping business, private, and other listings separate.

Designating the file names

The directory file names (TEL 1, TEL 2 and TEL 3) can be changed from the Function menu. File names of up to 10 characters can be entered in the following way:

1. Recall the Function menu and select "1 TEL FILE NAME".

   [2nd] [FUNCTION] [∨] 1

   The prompt for entering the directory file name will appear.

```
< TEL FILE NAME >
1  TEL 1
2  TEL 2
3  TEL 3
```

2. Enter any directory file names that you like (up to 10 characters).

   [C·CE] Business [ENTER]
   [C·CE] Private [ENTER]
   [C·CE] Others [ENTER]
   [TEL]

```
*Business *
NAME ?
```

- If you do not wish to change a file name, skip that file simply by pressing [ENTER].
- To cancel the entry of a directory file name, press [C·CE] twice.

Entering listings

Telephone listings can be entered into any of the three directories. Pressing [TEL] for the first time displays directory TEL 1. Press [TEL] repeatedly to cycle through the three directories.

Entering telephone listings into the TEL 1 directory

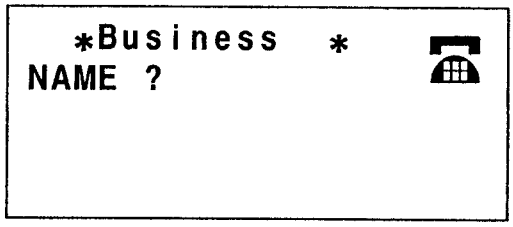
Enter the following example into TEL 1:

Edwards Bob 201-265-5600 FAX 265-1869 President, AbC Co.

1. Select the TEL mode.

[TEL]

(Press [TEL] repeatedly until the TEL 1 directory name appears.)



2. Enter the name of your contact.

Edwards Bob [ENTER]

3. Enter the telephone number and fax number.

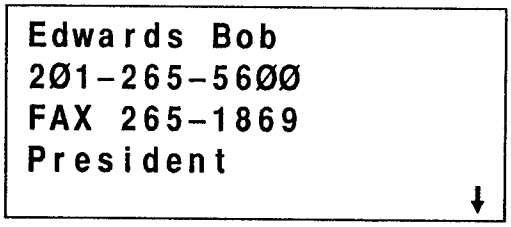
201-265-5600 [↵]

FAX 265-1869 [ENTER]

4. Enter his position and company name, etc., as necessary.

President [↵]

AbC Co. [ENTER]



Notes:

- To skip the telephone number or company name and address, simply press [ENTER] at the NUMBER or ADDRESS prompts.
- Check the listing before pressing [ENTER]. If there are any mistakes, correct them using the cursor keys ([◄], [►], [▼], [▲]), [INS], [DEL] and [BS], and then press [ENTER]. If you find any mistakes after you have already pressed [ENTER], then correct the

listing using the editing function. (Refer to "Editing listings," page 55.)

- To make another entry in the same directory, press [C·CE] or simply begin entering information for the new entry.

Entering listings into the TEL 2 directory

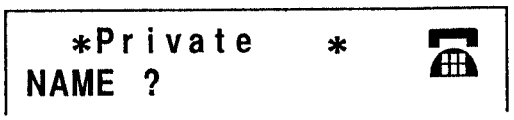
Enter the following example into TEL 2:

Jones Jack 708-759-8555 Romeoville, Illinois

1. Select the TEL 2 directory.

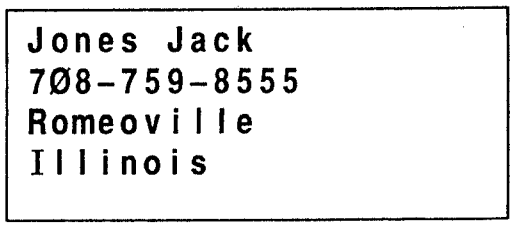
   [TEL]

   (Press [TEL] repeatedly until the TEL 2 directory name appears.)



2. Enter listings as for TEL 1.

   Jones Jack [ENTER]
   708-759-8555 [ENTER]
   Romeoville [↵]
   Illinois [ENTER]



Recalling listings

The telephone listings are stored in alphabetical order. (Refer to appendix "Character sorting order", page 113.)

There are four methods of recalling telephone listings.

- Sequential search in alphabetical order
- Direct search using the first letter(s) of the listing
- Keyword search for any word contained in the listing
- Using the index display

Sequential search

1. Press [TEL] repeatedly until the desired directory name appears.
2. Press [∨] to recall entries in the forward direction or [∧] to recall them backwards.

   If there are no more entries, "NOT FOUND !" is displayed.

Direct search

Press [C·CE], then enter the first letter(s) of the listing and press [∨].
Capital and small letters must be entered exactly as they were originally entered.
Use [∨] and [∧] to recall other entries sequentially.
If there is no matching entry, "NOT FOUND !" is displayed.

Keyword search

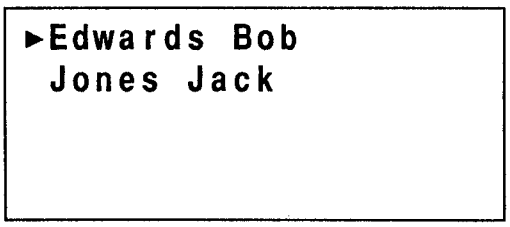
Keyword search recalls all listings containing word(s) or part of a word that you specify. Keywords may be used in any field in the listing.
To perform a keyword search, press [C·CE], enter the word(s)/character(s) to be searched for and press [2nd] [∨] or [2nd] [∧].
Capital and small letters must be entered exactly as they were first entered.
To find successive entries containing the same keyword, keep pressing [2nd] [∨] or [2nd] [∧].
If there is no matching entry, "NOT FOUND !" is displayed.

Using the index display

The names of a directory can be displayed alphabetically in an index.

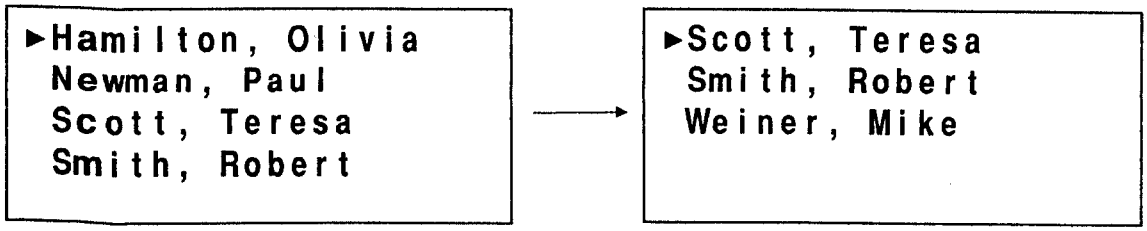
1. Press [TEL].
2. Press [2nd] [INDEX].

   Up to 4 names can be displayed at a time.



- The first 19 characters of the name of each listing are displayed.

To display the first listing beginning with a particular character, press the desired character key. If there is no listing for that character, the first subsequent listing will be displayed.
For example, if [S] or [P] is pressed at the left display below:



- Letters (A-Z), numbers (0-9), a space and a hyphen can be entered to search listings. Capital and small letters are not distinguished. Accented characters such as "Ü" and "é" are ignored.

[∧] and [∨] let you step up and down a page at a time.
To see the whole listing, move the pointer using [▲] and [▼] to indicate the listing you want, and press [ENTER].

Editing listings

To edit a listing, recall it, and then press [2nd] [EDIT] to enter the edit mode.
Use [DEL] or [BS] to delete characters. With the cursor "▒" you may type over the data. Or, press [INS] to change the cursor to "◀" and you may insert new data. After the correction, press [ENTER] to store the new listing. If [2nd] [ENTER] is pressed instead of [ENTER], the revised listing will be stored without erasing the original one. (Refer to "Copying scheduled data", page 38.)

Deleting listings

Either single listings or an entire directory (TEL 1, TEL 2, or TEL 3) can be deleted, as required.

Deleting single listings

1. Select the directory containing the listing to be deleted (TEL 1, TEL 2, or TEL 3).
2. Recall the listing to be deleted.
3. Press [DEL].
   The delete prompt "DELETE ? Y/N" appears.
4. Press [Y]. (To retain the data, press [N].)

- You can also delete individual entries using the index display. Display the index of the desired directory with [2nd] [INDEX], select the listing you want to delete with the pointer and press [DEL].

Deleting entire directories (TEL 1, TEL 2, or TEL 3)

Any one of these directories can be deleted separately by using DATA DELETION in the Function menu.

To delete TEL 2, for example:

1. Recall the Function menu.

   [2nd] [FUNCTION]

2. Select "3 DATA DELETION".

   3

3. Select "1 TEL".

   1

4. Select "2 TEL2".

   2

   The delete prompt "DELETE ? Y/N" appears.

5. Press [Y]. (To retain the data, press [N].)

Note: All TEL listings can only be deleted when the SECRET function is off. (Refer to "Turning off the SECRET function", page 85.)

USING THE MEMO FUNCTION

The Organizer's memo function conveniently stores odd bits of information not appropriate for the schedule or other directories.

Entering memos

To enter the following two items, for example:

X'mas present list, Sweater for Jennifer, Gold ring for Mother
ABC BANK Chicago Branch, Account No. 272-0011223

1. Select the MEMO mode.

[MEMO]

2. Enter the data.

X'mas present list [↵]
Sweater for Jennifer
Gold ring for Mother

```
X'mas present list↵
Sweater for Jennifer
Gold ring for Mother
```

3. Store the entry.

[ENTER]

4. To enter the second memo, simply begin typing it. Store the memo in the same manner as before.

ABC BANK [↵]
Chicago Branch [↵]
Account No. [↵] 272-0011223
[ENTER]

```
ABC BANK
Chicago Branch
Account No.
272-0011223
```

Recalling memos

The following four methods can be used to recall memos.

- Sequential search in the order of entry
- Direct search for the first letter(s) of the entry
- Keyword search for word(s) contained in a memo
- Using the index display

Sequential search

Each time [∨] is pressed, data is recalled in the order of entry. When [∧] is pressed, data is searched in reverse order.
If there are no more entries, "NOT FOUND !" is displayed.

Direct search

The first letter(s) of the memo can be searched for. Simply type in the letter(s) and press [∨] or [∧] to search up or down.
Capital and small letters must be typed exactly the same as they were first entered.
To continue the search, press [∨] or [∧] repeatedly. The data will be recalled in the forward or reverse order of entry starting with the memo recalled.

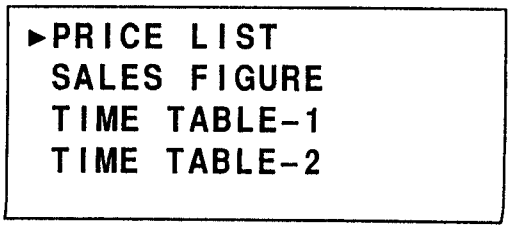
Keyword search

With the keyword search function, the memos containing the keyword(s) are recalled in sequence. Enter the keyword and press [2nd] followed by [∧] or [∨] . Capital and small letters must be typed exactly the same as they were first entered.

- Subsequent memos containing the same word(s) can be recalled in order each time you press [2nd] [∨] or [2nd] [∧] .

Using the index display

To view an index of memos press [2nd] [INDEX] in the MEMO mode.



The first lines of up to 4 memos are displayed. Press [▲] *or* [▼] *to move the pointer up and down to select the memo of interest, and press* [ENTER] to view it in detail. Press [∧] and [∨] to step through your list of memos a page at a time.

- The memo being displayed when [2nd] [INDEX] is pressed will appear at the top of the list. Otherwise, the first memo will appear at the top.

Editing memos

Memo editing is done in the same way as in the SCHEDULE and TEL modes.
Recall the memo you want to change and press [2nd] [EDIT] . Edit it as necessary using the cursor keys, [DEL] and [INS] .
After making the correction, press [ENTER] to store the edited entry.
If [2nd] [ENTER] is pressed instead of [ENTER] , the entry will be stored without erasing the original memo. (Refer to "Copying scheduled data", page 38.)

Deleting memos

Either single memos or the entire memo list can be deleted, as follows:

Deleting single memos

Recall the memo you wish to delete or select it in the index display, and press [DEL] . The delete prompt appears. Press [Y] . (To retain the data, press [N] .)

- After the deletion, the next item will appear.

Deleting entire memos

All the memos can be deleted at once using the Function menu as follows:

1. Recall the Function menu.

   [2nd] [FUNCTION]

2. Select "3 DATA DELETION".

   3

3. Select "3 MEMO".

   3

   The delete prompt "DELETE ? Y/N" appears.

4. Press [Y]. (To retain the data, press [N].)

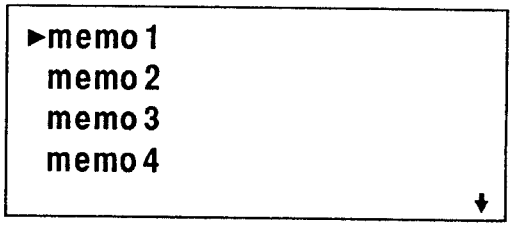
Note: All memos can only be deleted when the SECRET function is off. (Refer to "Turning off the SECRET function", page 85.)

Rearranging memos

Using the index display, the order in which memos are recalled can be changed.
For example, assume there are 5 entries stored in the order of "memo 1" through "memo 5". To place "memo 2" after "memo 4":

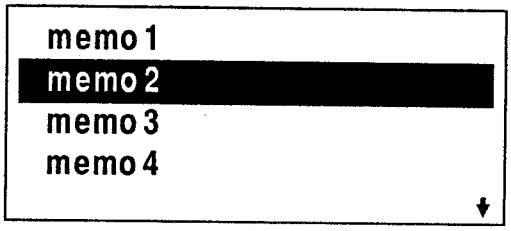
1. Select the MEMO mode and go to the index display.

   [MEMO] [2nd] [INDEX]



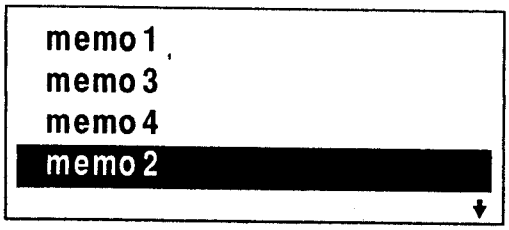
2. Move the pointer to the entry you want to move and press [INS].

   [▼] [INS]

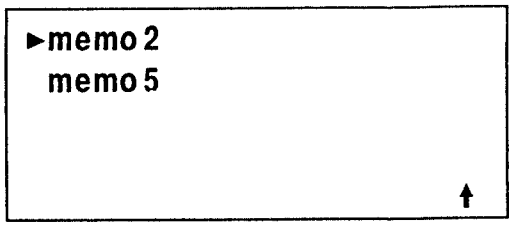


3. Move the highlighted line to the position where the entry is to be inserted using the cursor keys.

   [▼] [▼]



4. Press [ENTER] to store the new order.



- Press C·CE to cancel the change.
- If there is any secret entry between memos 4 and 5, which is hidden from view by the SECRET function, "memo 2" will be stored before "memo 5" but not immediately after "memo 4". (Refer to "USING THE SECRET FUNCTION", page 83.)

USING THE TO DO FUNCTION

The To Do function is a very convenient and efficient way to keep track of the things you have to do. Each entry can contain a description of the item *and, if necessary, an assigned priority level.*

You can easily recall a list of all the things you have to do in order of priority. Once done, a TO DO entry can be easily checked off, which automatically assigns the entry the lowest priority level.

Entering things to do

For example, if you want to call Frank about a sales meeting, but it is not the most important thing (priority 2) on your agenda:

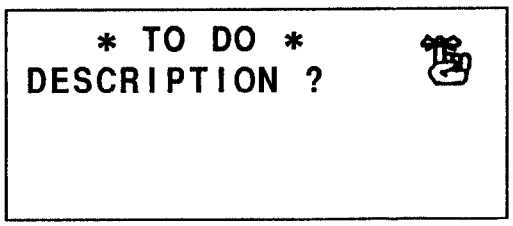
1. Select the TO DO mode.

[TO DO]

2. Enter a description of the activity.

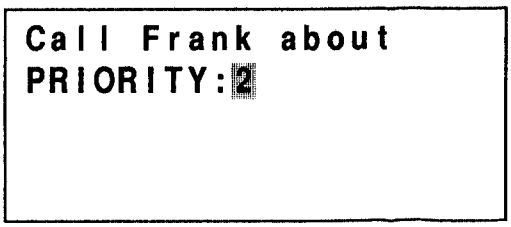
Call Frank about [↵]

sales meeting [ENTER]



3. Enter the priority.

2



- The priority can be set to any number 0-9 or letter A–Z or just left blank by pressing [ENTER]. Small letters cannot be entered. If "a" is entered, for example, it is recognized as "A".
- Order of priority is from 0–9, A–Z, then space.

4. Store the entry.

[ENTER]

```
Call Frank about
sales meeting
PRIORITY:2
```

- Press [C·CE] at any time before storing the entry to cancel it and return to the initial entry display.
- To begin another entry, press [C·CE] or simply begin entering the description for the new entry.

Recalling To Do items

TO DO entries are sorted and stored in their order of priority. They can be recalled in four different ways:

- Sequential search in the order of priority
- Direct search for the first letter(s) of the entry
- Keyword search for word(s) contained in the entry
- Using the index display

Sequential search

Use [∧] and [∨] to step sequentially through the entries. If there are no more entries, "NOT FOUND !" is displayed.

Direct search

The direct search lets you recall the entry beginning with specified letter(s). Enter the letter(s) and press [∧] or [∨] to search up or down for the entry. Capital and small letters must be typed exactly the same as they were first entered. Use [∧] and [∨] to recall other entries sequentially. If there is no matching entry, "NOT FOUND !" is displayed.

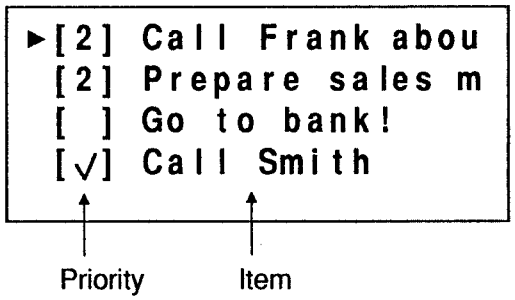
Keyword search

The keyword search will recall each and every entry containing the specified word(s) in the description field. Enter the keyword and press *[2nd] followed by [∧] or [∨]. Capital and small letters must be typed* exactly the same as they were first entered. Repeated pressing of [2nd] [∧] or [2nd] [∨] will recall subsequent entries containing the

same keyword.
If there are no more entries, "NOT FOUND !" is displayed, and the initial entry display will appear.

Using the index display

The index is a very powerful tool for viewing your TO DO entries. Press [2nd] [INDEX] in the TO DO mode.



The listing starts from the entry being displayed when you press [2nd] [INDEX], or from the first entry if you are at the initial entry display. Use [∧] and [∨] to step through pages of entries. Press [▲] and [▼] to move the pointer "►" to select an entry and then press [ENTER] to recall and display the entire entry.

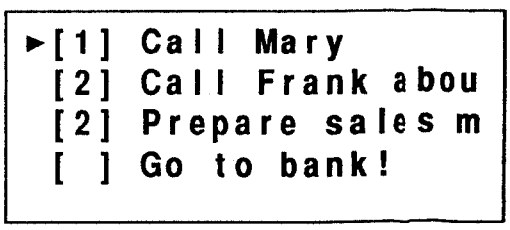
Checking off completed items

Once a matter has been taken care of, it is time to mark it as done. Once checked off, the item will be assigned the lowest priority.

To check off the sales meeting preparation, for example:

1. Select the TO DO mode and go to the index display.

[TO DO] [2nd] [INDEX]



2. Move the pointer to select the "Prepare ..." entry.

[▼] [▼]

3. Mark it as done.

[√]

([√] is the same key as [SMBL].)

- When an entry is marked done, its assigned priority changes to √, and the entries are resorted and listed from the top. Entries marked with "√ " have the lowest priority.
- You can also check the entry off by recalling it and pressing [√].

Editing To Do items

Recall the details of the entry you want to change, and press [2nd] [EDIT]. Make any necessary changes. Use the cursor keys to move between the description and priority fields.

Press [ENTER] to store the new entry. You can also press [2nd] [ENTER] to store the revised entry without erasing the original one.

To cancel any changes, press [C·CE] twice before pressing [ENTER].

Deleting To Do items

TO DO entries can be deleted in three ways:

- A single entry at a time
- All checked entries only
- All entries

Deleting single entries

Entries can be deleted one at a time either directly or through the index display. Recall the whole entry, or select the entry in the index display. Press [DEL] and then [Y]. (To retain the data, press [N].)

Deleting checked entries

All checked (done) entries can be deleted at one time through the Function menu.

1. Select "3 DATA DELETION" from the Function menu and display the second page.

   [2nd] [FUNCTION] 3

   [∨]

2. Select "2 TO DO".

   2

3. Select "2 TO DO (DONE)".

   2

   The delete prompt "DELETE ? Y/N" appears.

4. Press [Y]. (To retain the entries, press [N].)

Note: Checked entries can all be deleted only when the SECRET function is off. (Refer to "Turning off the SECRET function", page 85.)

Deleting all entries

Follow the same steps as above for deleting checked entries, but select "1 TO DO (ALL)" in step 3.
As with checked entries, the SECRET function must be off to perform this deletion.

USING THE EXPENSE FUNCTION

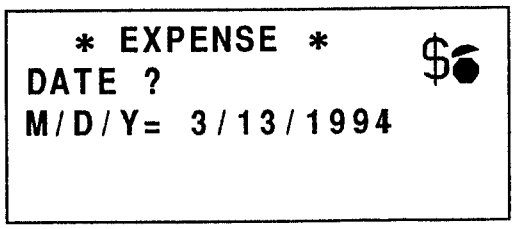
The Expense function is an easy way to track expense information for the traveling business person. Each record can contain the date, amount, payment type (AMEX, Visa, MasterCard, Diners Club, check, cash or another type of your choice) and a description of the expenses. In addition, the EXPENSE options allow you to see the total expenses for a single day or for a certain period.

Entering expense records

Yesterday, on March 12, 1995, you rented a car for $55.25 and charged the amount to your American Express Card.

1. Select the EXPENSE mode.

   [EXPENSE]



   The current date appears.
   If you want to enter a record for the current date, press [ENTER].
   Or:
   - The date can be changed by pressing [▲] and [▼]. Hold [▲] or [▼] down to change the date continuously.
   - Type in the date, in the order of month/date/year. The month and the date must be entered in two digits.

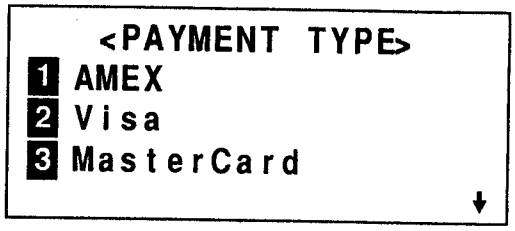
2. Enter the expense date.

   03121995 [ENTER]

   The prompt for the expense amount appears.

3. Enter the expense amount using up to 10 digits including up to 2 decimal places.

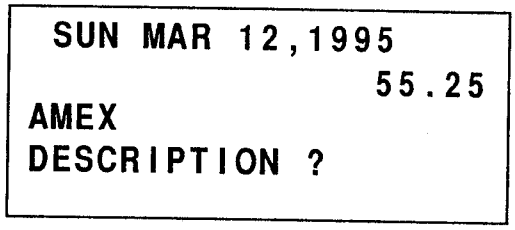
55.25 [ENTER]



The first 3 items of the PAYMENT TYPE reference list are displayed. Press [v] to see other items.

4. Select the payment type.

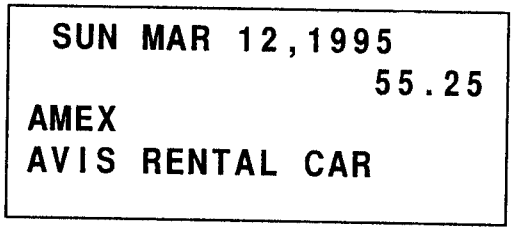
1



5. Enter the description and store the entry.

AVIS RENTAL CAR [ENTER]

The entire record is displayed.



Press [C·CE] to enter another record or simply begin entering the expense date of the new record.

Note: The default 6 payment type options can be changed according to your needs. Refer to "Changing payment type settings", page 75.

Recalling expense records

EXPENSE records are sorted and stored in chronological order. There are three ways to recall a record:

- *Sequential search by date*
- Specifying the expense date
- Using the index display

Sequential search

Press [∨] or [∧] in the EXPENSE mode to recall records sequentially. Pressing [C·CE] [∨] or [C·CE] [∧] will recall the first or the last record, respectively.

Specifying the date

Enter the date for which you want to check the expenses in the EXPENSE mode, then press [∨] (do not press [ENTER]). The first record for the specified date will be displayed. Press [∨] to recall the item you want.

Using the index display

A description of each record can be listed with the expense date.

To display a list of expense records for March 12, for example:

1. Select the EXPENSE mode.

   [EXPENSE]

2. Enter the date you want to check.

   03121995 (or press [▲])

3. Go to the index display.

   [2nd] [INDEX]

   Up to 4 records can be displayed at a time.

```
► 3/12 AVIS RENTAL C
  3/12 Parking
  3/12 Gas
  3/13 Flight ticket
```

The first 13 characters of the first line of each description are displayed. The record being displayed when [2nd] [INDEX] is pressed will appear at the top of the list. If you are at the initial entry display, the first record for the current date will be at the top of the list. If no entry exists for that day, the closest entry after or, failing that, before the day will be at the top. Press [▼] or [▲] to move the pointer "►" down or up, or [∨] or [∧] to step to the next or previous page of 4 records.
Press [ENTER] to display the details of the record indicated by the pointer.

Editing expense records

EXPENSE records are edited by recalling the entry and pressing [2nd] [EDIT]. Once the edit mode is entered, any data can be edited using the cursor keys, [BS], [INS], and [DEL].

To change the expense amount, press [▼] to move the cursor to the amount entry field. Press [C·CE] once to clear the field and then enter the new amount.

To change the payment type, move the cursor to the field with [▼] and press [C·CE]. This displays the PAYMENT TYPE reference list. Select a new type, if necessary, following the same procedure as entering the record. When finished, be sure to press [ENTER] to store the revised entry.

Notes:

- You can also press [2nd] [ENTER] to store the revised entry without erasing the original one.
- Press [C·CE] twice to cancel any changes made to the record.

Deleting expense records

EXPENSE records can be deleted singly or all at once.

Deleting single records

To delete single EXPENSE records, recall the record or select it in the index display and press [DEL]. The delete prompt "DELETE? Y/N" will appear. Press [Y]. (To retain the record, press [N].)

Deleting all records

All the entries can be deleted using the Function menu.

1. Recall the Function menu and select "3 DATA DELETION", and then display the second page.

   [2nd] [FUNCTION]

   3 [v]

2. Select "1 EXPENSE".

   1

   The delete prompt "DELETE ? Y/N" appears.

3. Press [Y]. (To retain the data, press [N].)

Note: All the EXPENSE records can be deleted only when the SECRET *function is off. (Refer to "Turning off the SECRET function", page 85.)*

Expense summaries

A summary is a collection of records in the EXPENSE mode. Daily or period expense summaries for entire records or for each payment type can be obtained.

Notes:

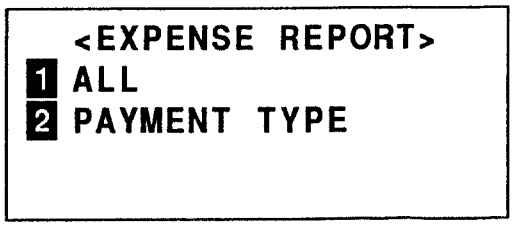
- Records marked as secret are not included in summaries if the SECRET function is on.
- If an inappropriate date is entered (for example, an ending date which is earlier than the starting date), no calculation will be made, so be sure to enter the correct dates.

Summarizing expense reports for a specific date

To summarize all records for AMEX on March 12, 1995, for example:

1. Display the EXPENSE REPORT menu in the EXPENSE mode.

[EXPENSE] [2nd] [REPORT]



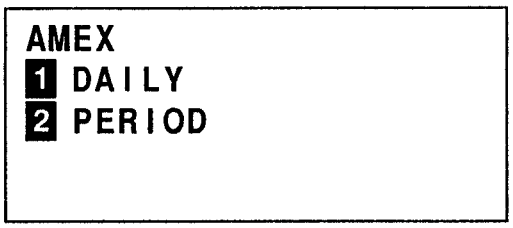
2. Select "2 PAYMENT TYPE".

2

The first 3 items of the PAYMENT TYPE reference list are displayed. If the item you want is not displayed, press [v] or [^] to step to other pages.

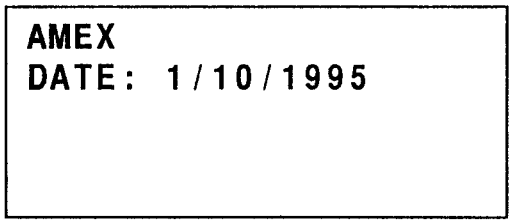
3. Select "1 AMEX".

1



4. Select "1 DAILY".

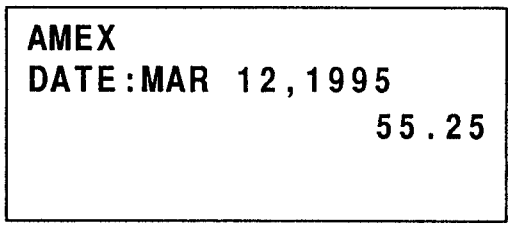
1



The current date will be displayed. If it is the desired date, simply press [ENTER] to find the total amount. If not, enter the date using the same format as when entering expense records.

5. Enter the date.

03121995 [ENTER]



The day's AMEX expense total is displayed.

When [ENTER] is pressed after the calculation has been executed, the display will return to the date entry display. Enter any other date for which you want to check the expense summary, or press [C·CE] twice to end summarizing.

- To summarize expense records for all payment types on a specific date, select "1 ALL" instead of "2 PAYMENT TYPE" from the EXPENSE REPORT menu.

Summarizing expense reports for a certain period

For example, to find the total amount of all expenses from March 12 to March 18, 1995:

1. Display the EXPENSE REPORT menu and select "1 ALL".

EXPENSE 2nd REPORT 1

2. Select "2 PERIOD".

```
ALL
FROM: _ /   /
```

3. Enter the starting date.

03121995 ENTER

```
ALL
FROM:MAR 12,1995
TO  : _ /   /
```

4. Enter the ending date.

03181995 ENTER

```
ALL
FROM:MAR 12,1995
TO  :MAR 18,1995
              1234.50
```

The total expense amount for the specified period is calculated and displayed.

- To summarize only those records for a specific payment type, select "2 PAYMENT TYPE" instead of "1 ALL" from the EXPENSE REPORT menu, and then select the desired payment type.

Changing payment type settings

In the PAYMENT TYPE reference list, 6 options, such as AMEX and Visa, have been set by default. You can change the order of these existing options or use another name.

To change the locations of the two default options AMEX and Diners Club, for example:

1. Recall the Function menu and select "2 PAYMENT TYPE".

   [2nd] [FUNCTION] [v] 2

2. Enter the payment type names in the locations you want.

   [C·CE] Diners Club [ENTER]
   [ENTER] [ENTER]
   [C·CE] AMEX [ENTER]

3. Exit the payment type setting mode.

   [C·CE] [C·CE]

Notes:

- Press [ENTER] to skip the names that do not require any change. You cannot return to the previous item once [ENTER] is pressed at a current item.
- The payment type setting mode can be exited at any time by pressing [C·CE] twice.

USING THE ORGANIZER AS A CALCULATOR

The Organizer's built-in calculator can perform the four arithmetic calculations with up to 10 digits.

To use the calculator function, simply press [CALC/CONV] to select the CALCULATOR mode. Before performing any calculation, press [C·CE] twice to clear the display.

Using the CALCULATOR mode

Example	Operation	Display (answer)
12 × 3 + 5 = (–24) ÷ 4 – 2 =	12 [×] 3 [+] 5 [=] 24 [+/–] [÷] 4 [–] 2 [=]	41. –8.
34 + 57 = 45 + 57 =	34 [+] 57 [=] The addend becomes 45 [=] a constant. (Subtraction and division are performed in same manner.)	91. 102.
68 × 25 = 68 × 40 =	68 [×] 25 [=] The multiplicand 40 [=] becomes a constant.	1700. 2720.
What is 10% of 200? What percentage is 9 of 36?	200 [×] 10 [%] 9 [÷] 36 [%]	20. 25.
What results from a 10% increase of 200?	200 [+] 10 [%]	220.
What is 500 after a 20% discount?	500 [–] 20 [%]	400.
$\sqrt{25-9}$ =	25 [–] 9 [=] [√]	4.
$(4^3)^2$ =	4 [×] [=] [=] [×] [=]	4096.
1/8 =	8 [÷] [=]	0.125
Calculate the percent change between two yearly sales figures, $620,000 one year and $500,000 the previous year.	620000 [–] 500000 [MU]	24.

Example	Operation	Display (answer)
Calculate the selling price and the gross profit from a cost of $8.16 on the basis of a 15% profit on the selling price.	8.16 [÷] 15 [MU] [MU]	9.6 (Selling price) 1.44 (Gross profit)
Calculate the cost and the gross profit from a selling price of $100 on the basis of a 25% profit on the cost.	100 [÷] 25 [+/−] [MU] [MU]	80. (Cost) 20. (Gross profit)
	Clear the memory before performing any calculations	
25 × 5 = −) 84 ÷ 3 = +) 68 + 17 = (Total) =	[CM] 25 [×] 5 [M+] 84 [÷] 3 [M−] 68 [+] 17 [M+] [RM]	-M- 125. -M- 28. -M- 85. -M- 182.
(14 − 3 × 2) × (52 − 35) =	[CM] 14 [M+] 3 [×] 2 [M−] 52 [−] 35 [×] [RM] [=]	-M- 6. -M- 136.

- Non-zero numbers in the memory cause "-M-" to appear on the display.

When the error message appears

When any of the following occur, an error is registered and "-E-" appears. Press [C·CE] to cancel the error.

- The integer section in the calculation result has a range of 11 to 20 digits (rough estimate).

  Example:

  4567890123 [×] 456 [=] -E-

  208.2957896

  $(208.2957896 \times 10^{10} = 2{,}082{,}957{,}896{,}000)$

- *A number is divided by 0.*
- The integer section in the numerical value of the memory exceeds 10 digits.
- The integer section of the calculation result exceeds 20 digits.

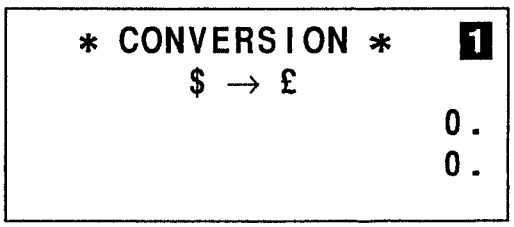
USING THE CONVERSION FUNCTION

The Organizer can be used to perform conversions between different currencies and units of length, area, capacity, weight, temperature and energy. There are 19 conversion screens and these are broken up into seven index groups. The first index group comprises three currency conversion screens in which you can set and edit the exchange rates yourself. The other six index groups have preset conversion factors so conversion can be performed right away (see table below).

Setting the currency rate

Select conversion display mode.

CALC/CONV CALC/CONV



This is the main conversion mode. You can move through currency conversion screens 1-3 using the ∨ and ∧ keys. Exchange rates must be entered before you can perform currency conversion.

For example, to set one Canadian dollar equal to 0.45 pounds Sterling:

1. Enter edit mode.

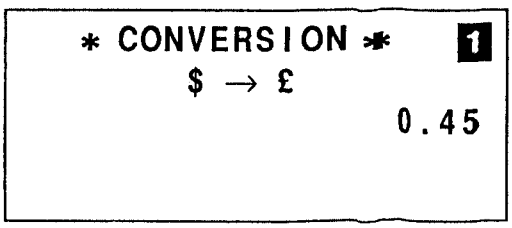
   2nd EDIT

   The exchange rate line starts to blink.

2. Enter the rate.

   0.45

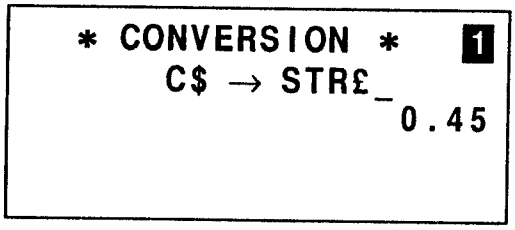
   A maximum of 10 digits can be entered.



3. Change the currency name on the left and right sides.

[▲] [▶] [▶] [▶] [▶] [▶]

C$ [▶] [C·CE] STR£



A maximum of 7 characters can be entered on each side.

4. Store the currency conversion data.

[ENTER]

If you press [ENTER] without entering a letter beforehand, nothing will happen.

If you want to set another exchange rate, press [∨] to display conversion screen 2 then start again from step 1 above. You can use each currency conversion at any time once it has been set.

Changing the currency rate

The procedure in "Setting the currency rate" can be used whenever you need to change a currency exchange rate. After entering the new rate, press [ENTER] in step 2 to retain the same currency names.

Performing a conversion

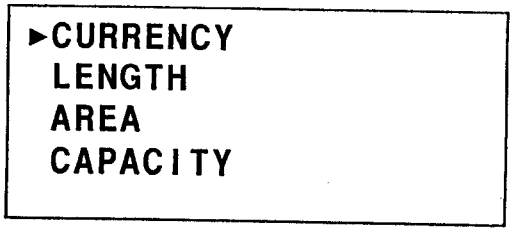
For example, to find out how many liters there are in 10 gallons:

1. Select conversion display mode.

[CALC/CONV] [CALC/CONV]

2. Enter index mode.

[2nd] [INDEX]



Note: *You can use [∨] or [∧] to select the conversion screen without* entering index mode. Then proceed to step 4.

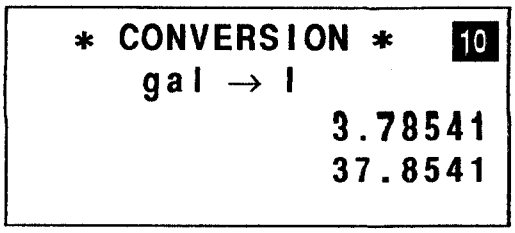
3. Move the pointer to select CAPACITY.

[▼] [▼] [▼] [ENTER]

4. *Enter the amount, then convert it.*

10 [A►B]

The answer is displayed under the unit rate.



- If you want to know how many gallons are equal to 10 liters, press [A◄B] instead of [A►B] in step 4 above.
- You can use [∨] and [∧] to scroll up and down an Index display.

The following table shows the conversion factors that are preset in your Organizer.

Screen	Conversion	Units			Factor
1–3	CURRENCIES	User Specified			User Specified
4	LENGTH	inch	–	cm	2.54
5		feet	–	m	0.3048
6		yard	–	m	0.9144
7		mile	–	km	1.609344
8	AREA	acre	–	m^2	4,046.86
9		acre	–	ha	0.404686
10	CAPACITY	gal	–	l	3.78541
11		Imp.gal	–	l	4.54609
12		fl.oz	–	ml	29.5735
13		Imp.fl.oz	–	ml	28.4131
14	WEIGHT	oz	–	g	28.3495
15		lb	–	kg	0.45359237
16	TEMPERATURE	°F	–	°C	5/9 (°F–32)
17	ENERGY	cal	–	J	4.18605
18		hp	–	kW	0.7457
19		PS	–	kW	0.73549875

USING THE SECRET FUNCTION

The SECRET function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Any entry from the SCHEDULE, TEL, MEMO, TO DO, ANNIVERSARY and EXPENSE modes can be classified.

Registering a password

Press [2nd] [SECRET] and the password entry prompt will appear, then enter your password. Press [ENTER] . The SECRET function is now set to operate and " [S] " will appear. The password can contain up to seven letters, numbers, spaces, or symbols (except [↵]). To turn the SECRET function off, you must enter the password exactly as you registered it, without, for example, changing capital letters to small or vice versa.

Important: If you ever forget the password, you will have to erase all your secret data. Make sure the password is one you will never forget.

To register "1234" as the password, for example:

1. Recall the password entry prompt.

   [2nd] [SECRET]

```
SET PASSWORD
[_       ]
```

   Note: If the password has already been registered, "ALLOW ACCESS TO SECRET DATA" will be displayed. If this occurs, refer to "What to do if you forget the password" on page 89 and delete the previous password and secret data.

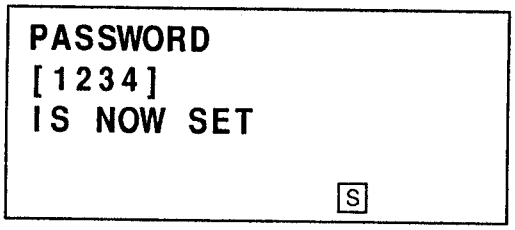
2. Enter "1234" as the password.

   1234

3. Store the password in the memory.

[ENTER]

Make sure it is right!
This is the last time you will ever see the password.



- After the password is registered, the SECRET function is set to operate and "[S]" will appear. After rechecking the password, press [C·CE].

Coding data as secret

Any entry can be coded as secret data by pressing [2nd] [MARK✱] so that "✱" appears. Data coded with "✱" cannot be recalled until the SECRET function is turned off by entering the password.

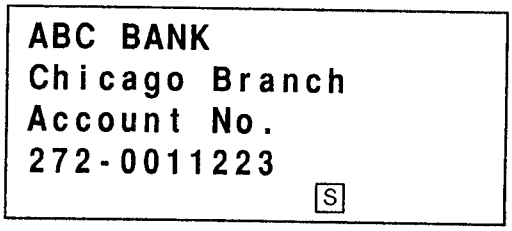
Coding previously stored data as secret

Recall the item which you wish to encode, enter the edit mode and mark that item with "✱".

To convert the "ABC BANK" entry in the MEMO mode to secret data, for example:

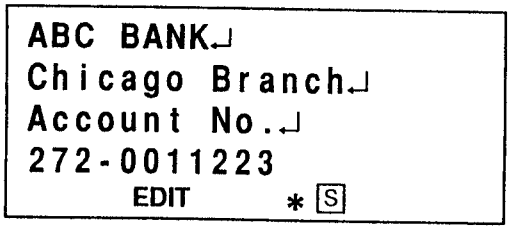
1. Recall "ABC BANK".

[MEMO] [∨] [∨]



2. Enter the edit mode, then press [2nd] [MARK✱] to put "✱" on the display.

[2nd] [EDIT]
[2nd] [MARK✱]



3. Store this data as secret.

   [ENTER]

If you press [C·CE] or any of the other mode keys after the secret data is stored, "ABC BANK" will disappear from the display. This data cannot be redisplayed until the password is entered and the SECRET function is turned off. (Refer to "Turning off the SECRET function" below.)

Coding new data as secret

To code "CREDIT CARD 98765" as secret data, for example:

1. Select the MEMO mode.

   [MEMO]

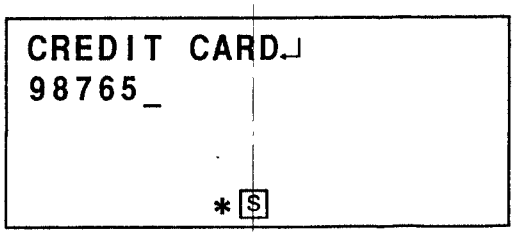
2. Enter the data.

   CREDIT CARD [↵] 98765

3. Code the data as secret.

   [2nd] [MARK✱]

   ("✱" will appear on the display.)



4. Store the data in the memory.

   [ENTER]

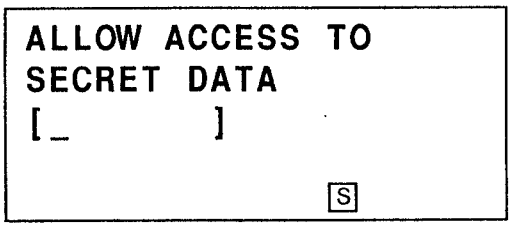
Note: If [C·CE] or any of the other mode keys is pressed at this stage, the data will disappear from the display.

Turning off the SECRET function

To turn off the SECRET function, press [2nd] [SECRET] while " [S] " is displayed. When "ALLOW ACCESS TO SECRET DATA" appears, enter the password and press [ENTER]. The SECRET function is now turned off. While the SECRET function is off, secret data can be viewed in the same manner as non-secret data.

1. Recall the prompt to turn off the SECRET function.

[MEMO] [2nd]
[SECRET]



2. Enter the password, "1234", that was used in the previous example.

1234 [ENTER]

- After the password is entered, "SECRET DATA ACCESSIBLE !" will appear momentarily on the display, followed by the initial mode display (excluding " [S] ").
- If the password you have entered is incorrect, the message "INCORRECT PASSWORD !" will be displayed and the initial mode display reappears.

Turning on the SECRET function

The SECRET function turns on automatically whenever the power is turned off and back on again. To turn the SECRET function on manually:

1. Recall the SECRET function menu.

[2nd] [SECRET]

2. Select "1 HIDE SECRET".

1

Notes:

- After you enter 1, "SECRET DATA IS HIDDEN !" will appear on the display momentarily, followed by the initial display. The SECRET function is now on and the same password must be entered to turn the SECRET function off.
- The SECRET function remains on after manual or automatic power turn-off.

Recalling secret data

Before you can view secret data, you must turn off the SECRET function by entering the password to turn off " [S] " on the display. After " [S] " goes off, secret data can be recalled in the same manner as non-secret data in the different modes.

To call up secret data only

If you wish to recall only the secret data, press [2nd] [MARK✱] to dispay "✱", then press [2nd] [∨] . When the Organizer is set in this manner, only the secret data will be recalled (since "✱" acts as a keyword).

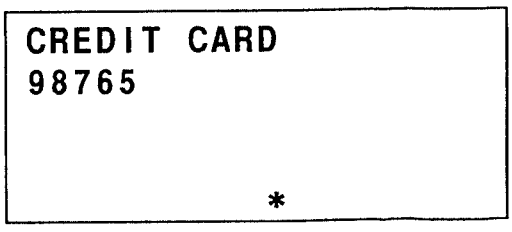
Declassifying secret data by removing the secret code

Secret data can be declassified. You must first turn off the SECRET function and recall the entry you wish to declassify. Then, press [2nd] [EDIT] and enter the edit mode. Then press [2nd] [MARK✱] to turn off " ✱ " on the display. After the symbol goes off, press [ENTER] to re-enter the data as non-secret.

To remove "CREDIT CARD 98765" from the secret data list, for example, follow the procedure outlined below. (If the SECRET function is turned off and " [S] " appears, you must turn it off first — see "Turning off the SECRET function" above.)

1. Recall the secret data.

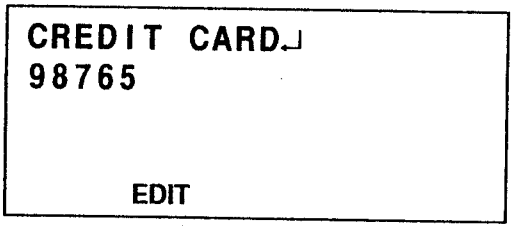
   [MEMO]
   [2nd] [MARK✱]
   [2nd] [∨]

   (Press [2nd] [∨] repeatedly until the entry to be declassified appears.)

2. Turn off " ✱ ".

[2nd] [EDIT]
[2nd] [MARK✱]



3. Store the data as non-secret.

[ENTER]

(The data is now declassified and will appear as ordinary data. Make sure to press [ENTER] at this point, or the data will remain secret.)

Deleting and changing the password

To delete the old password and designate a new one, first turn off the SECRET function, then delete the password and enter a new one.

For example, to change the password "1234" to "9876":

1. Turn off the SECRET function.

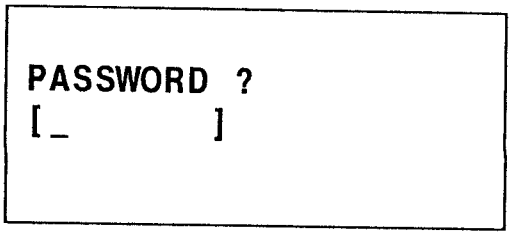
[2nd] [SECRET] 1234 [ENTER]

2. Recall the SECRET function menu.

[2nd] [SECRET]

3. Select "2 DELETE THE PASSWORD".

2



4. Enter the old password and delete it.

1234 [ENTER]

5. To register the new password, recall the password entry prompt.

   [2nd] [SECRET]

6. Enter the new password, "9876".

   9876 [*ENTER*]

   Make sure it is right!
   This is the last time you will ever see the password.

What to do if you forget the password

When you have forgotten the password for the SECRET function, you have to delete the password along with all secret data by selecting "DATA DELETION" from the Function menu. Through, be sure to choose a password that is easy to remember.
Once the password is deleted, a new password can be entered. Follow the procedure below to delete the password (and the secret data along with it).

1. Recall the Function menu.

   [2nd] [FUNCTION]

2. Select "**3** DATA DELETION", and press [v] .

   3 [v]

3. Select "**3** SECRET DATA".

   3

   The delete prompt "DELETE ? Y/N" appears.

4. Press [Y] . (To retain the data, press [N] .)

   When [Y] is pressed, both the password and secret data are deleted, and the initial display for the previous mode in use will reappear on the display.

USING THE MISCELLANEOUS *FUNCTIONS*

The following miscellaneous functions can be utilized through the Function menu.

MEMORY CHECK: Indicates how much of the memory is in use. (See below.)

LCD CONTRAST: Used to adjust the display contrast. (See page 12.)

DATA DELETION: Used to delete a group of entries from the various modes. (Refer to the section on deletion for each mode.)

TEL FILE NAME: Used to enter telephone directory file names. (See page 51.)

PAYMENT TYPE: Used to set payment types for the EXPENSE mode. (See page 75.)

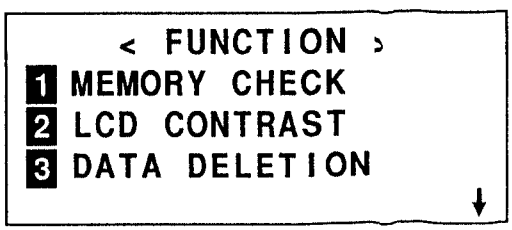
DATE FORMAT: Used to set the date entry format. (See page 92.)

Checking the memory capacity

The MEMORY CHECK function indicates how much of the memory is in use and also the number of entries stored in each mode: the TEL (TEL 1, TEL 2 and TEL 3), SCHEDULE, ANNIVERSARY (ANN 1 and ANN 2), MEMO, EXPENSE and TO DO modes. The same memory is used for these modes. After checking the memory, press [C·CE] to return to the previous display.

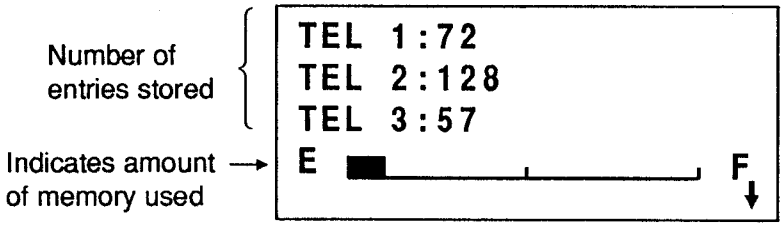
1. Recall the Function menu.

[2nd] [FUNCTION]



2. Select "1 MEMORY CHECK".

1



There are three memory check displays. Press [∨] or [∧] to display the next or previous pages.

Note: When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.

Setting the date format

The default sequence for entering the date is "month/day/year". With the DATE FORMAT function this can be changed to "day. month. year", as follows:

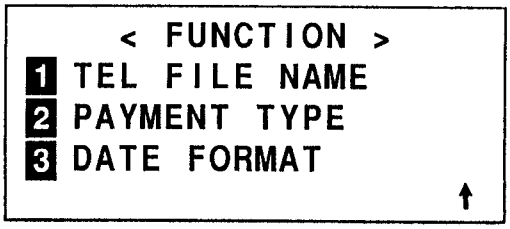
1. Recall the Function menu.

   [2nd] [FUNCTION]

   Note: The Organizer features two Function displays. When [∨] is pressed, the second display appears; when [∧] is pressed, the original returns.

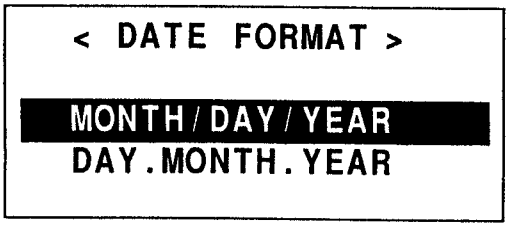
2. Recall the second list of functions.

   [∨]



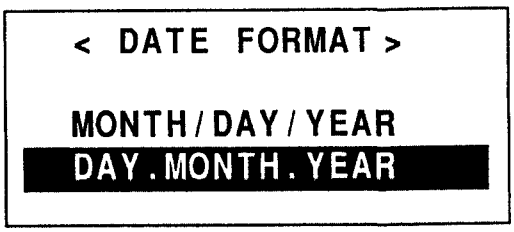
3. Select "3 DATE FORMAT".

   3



4. Modify the date entry sequence.

[▼]



(When [▲] is pressed, the initial format for entering the date will be selected.)

5. Enter the new setting.

[ENTER]

After the new format is entered, the previous display reappears.

Note: After entering the new format, press [SCHEDULE] [C·CE] to check if the new format appears.

USING THE DATA TRANSFER FUNCTION

This Organizer can transfer data to and from the following models.

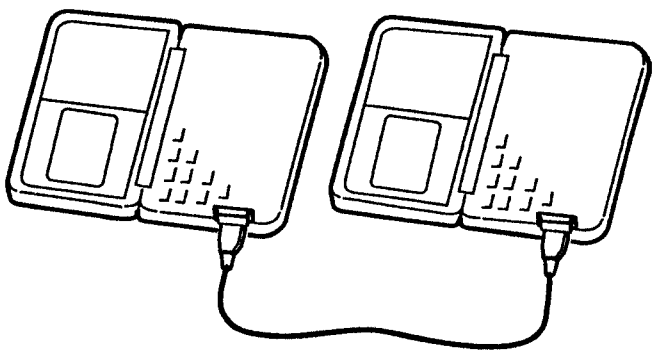
- Other ZQ-4400 Organizers using the optional CE-200L or CE-300L cable.
- The IQ-8000, IQ-7000, ZQ-5000, ZQ-3000, ZQ-2000 and ZQ-6000 series Organizers using the optional CE-200L or CE-300L cable.
- The ZQ-1000, EL-6100 series and EL-6260 Organizers (including Auto Dialer) using the optional CE-220T cable.

Transferable data varies according to the model connected to the Organizer.

Model connected to the ZQ-4400	Transferable data					
	SCHEDULE	TEL	MEMO	TO DO	ANNIVER-SARY	EXPENSE
IQ-8000 series IQ-7000 series ZQ-5000 series ZQ-2000 series	Yes	Yes	Yes	Yes (IQ-8500M, IQ-8400 models only)	—	—
ZQ-6000 series	Yes	Yes	Yes	Yes	—	—
ZQ-4400 ZQ-3000/ZQ-3200	Yes	Yes	Yes	Yes	Yes	Yes
ZQ-2600/ZQ-2800	Yes	Yes	Yes	—	Yes	Yes
ZQ-1000 series	Yes	Yes	Yes	—	—	Yes
EL-6100 series	Yes	Yes	—	—	—	—
EL-6260	—	Yes	—	—	—	—

There may be some data transfer restrictions between these models. (See page 99 and 101.)

Before connecting the cable and transferring data between Organizers, turn off both units.



Notes:

- To interrupt data transfer, press [ON].
- If a connector is disconnected, or a similar problem occurs during data transfer, the message "I/O DEVICE ERROR" will appear. Press [C·CE] to clear the error.
- After data transfer, the data on the transmitter is preserved.
- There may be a voltage level difference between the connected Organizers which may cause the display contrasts to change. Should this occur, readjust the contrast as required.

Transferring data between ZQ-4400 Organizers

Data in the SCHEDULE, ANNIVERSARY, TEL, MEMO, TO DO and EXPENSE modes can be transferred. The data is transferred and verified by mode (all entries in a mode or a directory – TEL 1, TEL 2, TEL 3) or by entry. In addition, data can be backed up.

Transferring data by mode or by entry

During mode transfer, data previously stored in the specified mode of the receiver are deleted. Proceed with caution.

Note: When mode transfer is carried out in the TEL mode, all listings in the specified directory will be transferred. (In this case, the directory file name is transferred at the same time.)

1. Select the mode on the transmitter and receiver.

   [SCHEDULE] [C·CE] (Transmitter)

   [SCHEDULE] (Receiver)

2. Select the data transfer function on the receiver.

   [2nd] [OPTION]

3. Select "**2** RECEIVE" to set the unit in the receive mode.

   2

   < UNIT TO UNIT >

   RECEIVING
   MODE

4. Select the data transfer function on the transmitter.

   [2nd] [OPTION]

   Note: To transfer a single entry display the desired entry and press [2nd] [OPTION].

5. Select "1 SEND" to transfer data.

   1

Notes:

- If the mode of the transmitter and the mode of the receiver are not the same, data transfer is not established. The message "DATA ERROR" is displayed.
  When transferring TEL data, directories on the transmitter and receiver can be different. The contents received by the receiver will be stored in the open directory. For example, if TEL 1 is selected on the transmitter and TEL 3 on the receiver before the data transfer is established, the contents of TEL 1 will be sent to and stored in TEL 3.
- Turn off the SECRET function on both the transmitter and the receiver before mode transfer.
- If the amount of memory available on the receiver at the time of transfer is insufficient, data transfer is not possible. The message "MEMORY FULL" appears. Delete any unnecessary data, verify whether the available memory is sufficient, and repeat the data transfer procedure.
- If an error message appears while transferring data, press [C-CE] to clear the error.

Transferring backup data

All the contents of the Organizer are transferred. During backup data transfer, data stored on the receiver are deleted. Proceed with caution. (Backup data transfer is only possible between identical products.)

1. Select the data transfer function on the receiver and set it in the receive mode for backup data transfer.

   [2nd] [OPTION]

   [2nd] 2

```
< UNIT TO UNIT >
  BACKUP
  RECEIVING
    MODE
```

2. Select the data transfer function on the transmitter and perform backup data transfer.

   [2nd] [OPTION] [2nd] 1 Y

Verifying data

It is possible to verify data by mode or by entry. If any discrepancies are found, the message "VERIFY ERROR" is displayed.

Verify data in the SCHEDULE mode.

1. Select the mode on the transmitter and the receiver.

   [SCHEDULE] [C·CE] (Transmitter)
   [SCHEDULE] (Receiver)

2. Set the receiver in the verify mode.

   [2nd] [OPTION] 3

   < UNIT TO UNIT >
   -VERIFYING-

3. Select the data transfer function on the transmitter.

   [2nd] [OPTION]

   Note: To verify an entry, display the entry to be verified and press [2nd] [OPTION].

4. Perform verification.

   1

Transferring data with another ZQ series *or IQ series Organizer*

Data transfer restrictions

There are some restrictions when transferring data with any ZQ series Organizer other than the ZQ-4400 or the IQ series Organizers (previously shown). These restrictions result from differences in functions and the maximum allowable size of an entry between the Organizers.

When transferring SCHEDULE data from ZQ-6000 series, IQ-8000, IQ-7000 or ZQ-5000 series Organizers

- Any alarms set on SCHEDULE data transferred from the ZQ-6000, IQ-8000, IQ-7000 or ZQ-5000 series Organizers, regardless of their precise setting time for specific event, will be set to the event's starting time on the ZQ-4400.

When transferring data from ZQ-6000 or IQ-8000 series Organizers

- When transferring an entry from the ZQ-6000 or IQ-8000 series to the ZQ-4400, the maximum allowable size of the transferred entry is as follows:

TEL mode:	537 characters
SCHEDULE mode:	523 characters
MEMO mode:	544 characters
TO DO mode:	530 characters

  If an entry exceeding these limits is sent to the ZQ-4400, "I/O DEVICE ERROR" appears and the transfer will not be successful.
  The maximum number of characters that can be edited after an entry is transferred to the ZQ-4400 is 514 in the TEL mode and 512 in the SCHEDULE, MEMO and TO DO modes. Entries exceeding these limits can be displayed but cannot be edited. Those exceeding 515 characters can neither be displayed nor edited.
- Mode transfers from the ZQ-6000 series and IQ-8000 series can be performed even when the maximum length of an entry exceeds the character limits specified above. However, to display and edit data, the number of characters must be within these limits.
- TEL free field contents can be received and displayed on the ZQ-4400, but are deleted once the edit mode is entered.

When transferring TO DO data from ZQ-6000 series, IQ-8500M or IQ-8400 Organizers

- When a TO DO entry is transferred from the ZQ-6000 series or IQ-8500M/IQ-8400 to the ZQ-4400, the contents of the date and category fields are deleted and only the contents of the description and priority fields are received.
- When transferring TO DO data by mode from the ZQ-6000 series or IQ-8500M/IQ-8400 to the ZQ-4400, entries are stored in the ZQ-4400 without date or category field contents. If the transferred data includes an entry with a date, the priority of all transferred entries will be a space. The contents of the priority field are received correctly only when none of the transferred entries contain a date.
- No data verification can be carried out.

When transferring data to and from ZQ-1000 series Organizers

- All characters transferred from the ZQ-4400 are displayed in capital letters on the ZQ-1000 series. Characters and symbols that cannot be displayed on the ZQ-1000 series appear as " ■ ".
- EXPENSE data transferred between the ZQ-4400 and the ZQ-1000 series is stored on the receiving unit without payment type data.
- When transferring EXPENSE data by mode from the ZQ-1000 series to the ZQ-4400, an "I/O DEVICE ERROR" may occur. This will occur when there is not enough memory space to be assigned as payment type data area, which EXPENSE data from the ZQ-1000 series does not have. If the error occurs, delete unnecessary data on the ZQ-4400 to increase free memory, then transfer the data again. Once an "I/O DEVICE ERROR" occurs, all EXPENSE data transferred to the ZQ-4400 before the error is cleared.
- When transferring EXPENSE data by mode from the ZQ-1000 series to the ZQ-4400, no data verification can be carried out.

Transferring data by mode or by entry

Transfer the "ABC BANK" memo stored in the Organizer.

1. Recall the memo to be transferred on the transmitter.

   [MEMO] [v]

Note: To perform mode transfer, select the mode by pressing the mode key, and then press [C·CE]. It is not necessary to display an entry.

2. Select the data transfer function on the receiver, and set it in the receive mode.

3. Select the data transfer function on the transmitter and perform data transfer.

   [2nd] [OPTION] 1

Notes:
- Follow the same steps to transfer data from another ZQ or an IQ series Organizer.
- Notes described on page 97 also apply here.
- When transferring data to/from another ZQ series or an IQ series Organizer, the display contrast of the ZQ-4400 Organizer decrease when the units are connected.

Verification
Follow the steps explained in "Transferring data between ZQ-4400 Organizers" above.

Transferring data with an EL series Organizer (including Auto Dialer)
For the EL-6100 series Organizer, TEL data and SCHEDULE data can be transferred. For the EL-6260 Auto Dialer, TEL data can be transferred. Data is transferred by mode or by entry.

Data transfer restrictions
When transferring data with an EL series Organizer (including the Auto Dialer), the following restrictions apply:

When transferring data to an EL series Organizer
- Transferred data is added to previously stored data.
- Data is transferred in the same mode and directory.
- If a transferred entry exceeds the maximum number of characters that

can be entered into the EL series Organizer as one entry, excess characters are deleted.
- Characters and symbols that cannot be displayed on the EL series Organizer are replaced by spaces. If all the columns that can be displayed are replaced by spaces, the corresponding entry is not stored.
- All letters are converted to capital letters on the EL series Organizer.
- If the SECRET function is turned on in the ZQ-4400, only non-secret data can be transferred.

When transferring data from an EL series Organizer
- The received data are added to previously stored data.
- All non-English characters are converted to small letters.
- If the SECRET function is turned on in the EL series Organizer, only non-secret data can be transferred.

Transferring data to an EL series Organizer

Transfer all TEL 1 data in the Organizer to TEL 1 in the EL series Organizer.

1. Set the receiver in the receive mode.

2. Select the mode on the transmitter.

   [TEL]

   (Select the desired directory.)

3. Select the data transfer function on the transmitter.

   [2nd] [OPTION]

   Note: To transfer an entry, display the entry to be transferred and press [2nd] [OPTION].

4. *Perform data transfer.*

   1

- If the amount of memory available in the receiver at the time of data transfer is insufficient, an error message appears. Delete any unnecessary data, verify that there is sufficient memory available, and repeat the procedure.

Transferring data from an EL series Organizer

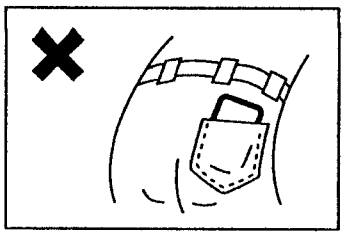
1. Select the mode on the receiver.
2. Select the data transfer function on the receiver, and set it in the receive mode.
3. Perform data transfer from the transmitter.

Exchanging data with a personal computer

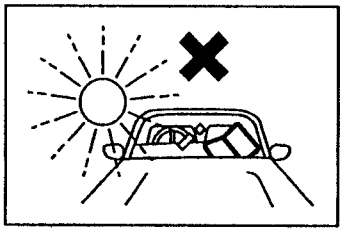
With Sharp's Organizer Link software and cable package, you can exchange data with a personal computer. The link is made via the 4-pin computer-link port on the left side of the Organizer using an interface cable to suit your computer. See the Organizer Link manual for connection and software operating details.

Note: Sharp's Organizer Link software may not be available at the time you purchase this Organizer. Check with your local Sharp dealer concerning availability.

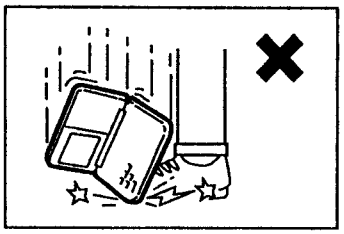
Caring for your Organizer



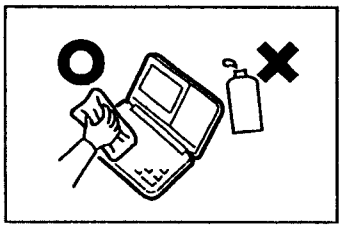
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.



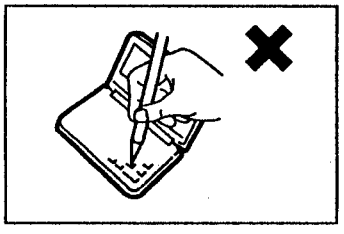
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust — these may cause it to malfunction.



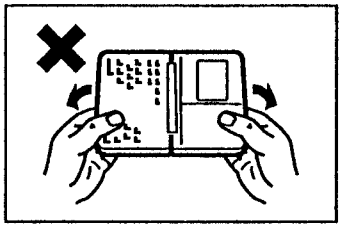
Do not drop the Organizer or allow anything to hit it.



Clean the Organizer with a soft, dry cloth and do not use solvents (paint thinner or benzine, etc.).



Do not press the keys with a sharp pointed object.



Bending the Organizer will damage the internal circuits.

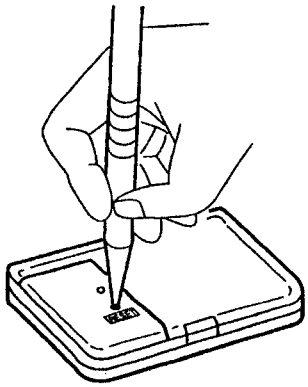
NOTE:

Do not carry the Organizer in your pocket or bag together with sharp or hard objects, because it may scratch the Organizer.

Reset procedure

When trouble occurs

An impact or a strong external electrical field may leave none of the keys operational. Press the RESET switch on the back of the Organizer.



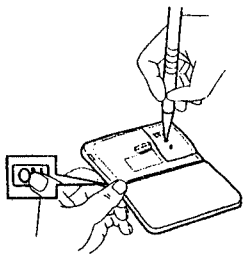
The impact or external electrical field may erase some or all of the Organizer's memory.
Press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or a needle).

All RESET operation

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the above RESET operation, perform the following:

1. While holding [ON], press the RESET switch on the back. Release the RESET switch and then release [ON].

   The following display will appear.



```
CLEAR ALL DATA

OK (Y/N) ?
```

2. Press [N].
   Returns to the initial display.

Caution: Do not press [Y] in step 2. Pressing [Y] will delete all data stored in the Organizer and reset the built-in clock.

Troubleshooting

If the Organizer malfunctions, please go through the following checklist before sending it out for repairs:

Problem	Remedy
Nothing appears on the display after pressing [ON].	• Adjust the display contrast (page 12). • Replace the batteries (page 108).
Display contrast is insufficient.	• Adjust the display contrast (page 12). • Replace the batteries (page 108).
The display is too dark (all the symbols are displayed faintly).	Adjust the display contrast (page 12).
Keys do not beep when pressed.	Press [2nd] [♪] to display "♪" (page 12).
The Organizer turns on but the keyboard is frozen.	Reset the Organizer (page 106).
"MEMORY FULL" is displayed.	There is no room for the data you want to store. Delete all unnecessary data and try again.
Alarm does not sound at the set time.	Press [2nd] [🔔] to display "🔔" (page 43.)
Display dims while pressing a key.	The operating batteries are becoming weak. Continue to use the Organizer as usual or replace the batteries (page 108).

Replacing batteries

Batteries used in the Organizer:

Type	Model	Qty.	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	1	Memory backup

The standard built-in clock is powered by the operating batteries.

Precautions when replacing the batteries

Before replacing the battery, be sure to press [OFF] to turn the power off.

Do not replace the memory backup battery when the operating batteries are depleted. When the operating batteries become weak and you turn the power on, " BATT " will be displayed and the following display will appear temporarily:

```
< CAUTION >

Replace the
OPERATING batteries!
BATT
```

If the batteries become very weak (the alarm or the key beep does not sound), the power may go off during operation or the Organizer may fail to turn on.

The memory contents will still be retained by the memory backup battery. Replace the operating batteries to avoid loss or alteration of data.

Before removing the batteries for replacement, record important information on paper.

Caution: Do not continue using the Organizer after it has turned off automatically while in use. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.

Precautions on battery use

- Always replace both operating batteries at the same time.
- Do not use an old battery and a new one together.

- Use only the specified lithium batteries.
- Replace the memory backup battery at least every 5 years.
- The original batteries were installed in the factory at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

Battery precautions

- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries

Replacement intervals for the power source batteries

When " BATT " is displayed and the LCD becomes too dim to read despite contrast adjustment, the operating batteries are depleted. Press [OFF] to turn the power off and then turn the power back on. If the following display appears when the power is turned on, replace both operating batteries immediately.

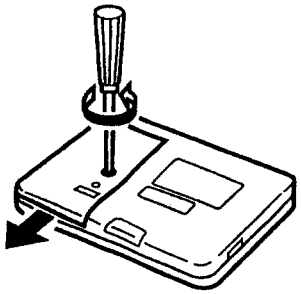
```
< CAUTION >

Replace the
OPERATING batteries!
BATT
```

Replacing the operating batteries

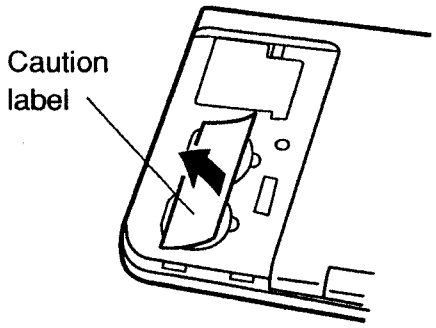
1. Press [OFF] to turn the power off.
2. Loosen the screw and remove the back cover. (Fig. 1)
3. Peel up the Caution label on the operating batteries. (Fig. 2)
4. Remove the used batteries by prying them out with a ball-point pen. (Fig. 3)
   Do not use a mechanical pencil or sharp pointed object. This may break and cause damage to the mechanical pencil or the Organizer.
5. Install 2 new batteries with the (+) sides facing up. (Fig. 4)
   and press the Caution label back into place.
6. Replace the back cover and screw. (Fig. 5)
7. Press the RESET switch.

If the power is not turned on or a meaningless display appears, repeat the above battery replacement procedure.

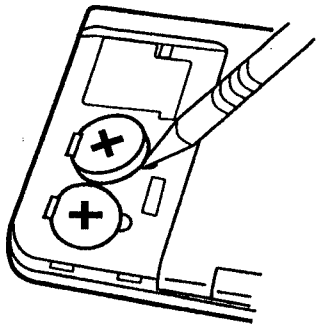
8. Adjust the display contrast if necessary. (Refer to "Contrast adjustment", page 12.)
9. Set the clock. (Refer to "Setting the HOME time and date", page 21.)



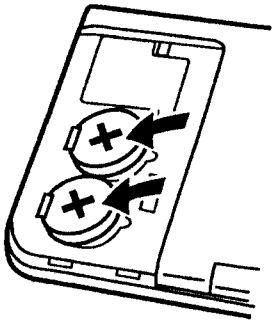
(Fig. 1)



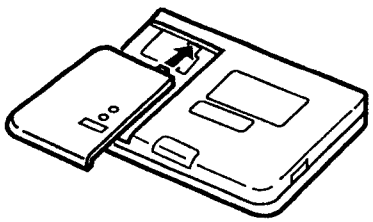
(Fig. 2)



(Fig. 3)



(Fig. 4)



(Fig. 5)

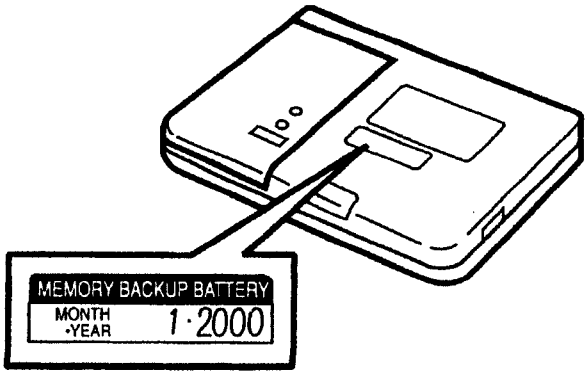
Memory backup battery

The life of the memory backup battery

The memory backup battery in your Organizer has an effective life of about 5 years under normal operating conditions. Note that temperature extremes can shorten the battery life and cause memory losses. Replace *the memory backup battery every 5 years.*

When you replace the battery, write down the date on the label of the Organizer so you know when to replace the battery next time.

For example, if you replace the battery in January 2000, write:

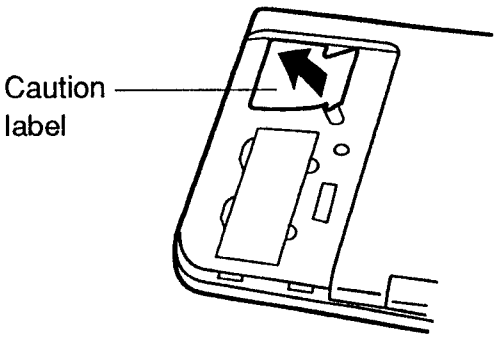


Note: Temperature extremes will shorten battery life and affect the memory information.

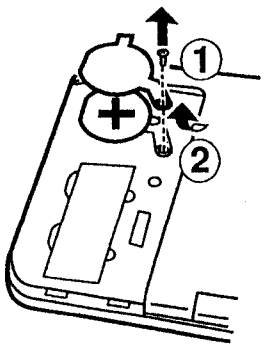
Replacing the memory backup battery

When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace them before replacing the memory backup battery. If you replace the memory backup battery while the operating batteries are depleted, all of the data in the memory will be lost.

1. Press [OFF] to turn the power off.
2. Loosen the screw and remove the back cover.
3. Peel up the Caution label on the memory backup battery cover. (Fig. 1)
4. Remove the screw and the memory backup battery cover. (Fig. 2)



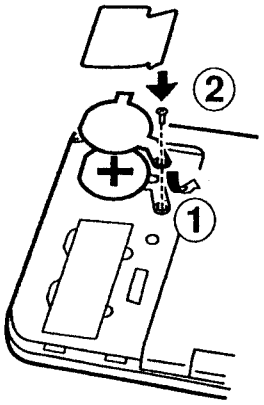
(Fig. 1)



(Fig. 2)

5. Remove the used battery by prying it out with a ball-point pen. Do not use a mechanical pencil or sharp pointed object. This may break and cause damage to the mechanical pencil or the Organizer.
6. Install the new battery with the (+) side facing up.

7. Replace the memory backup battery cover and screw, and press the Caution label back into place. (Fig. 3)



(Fig. 3)

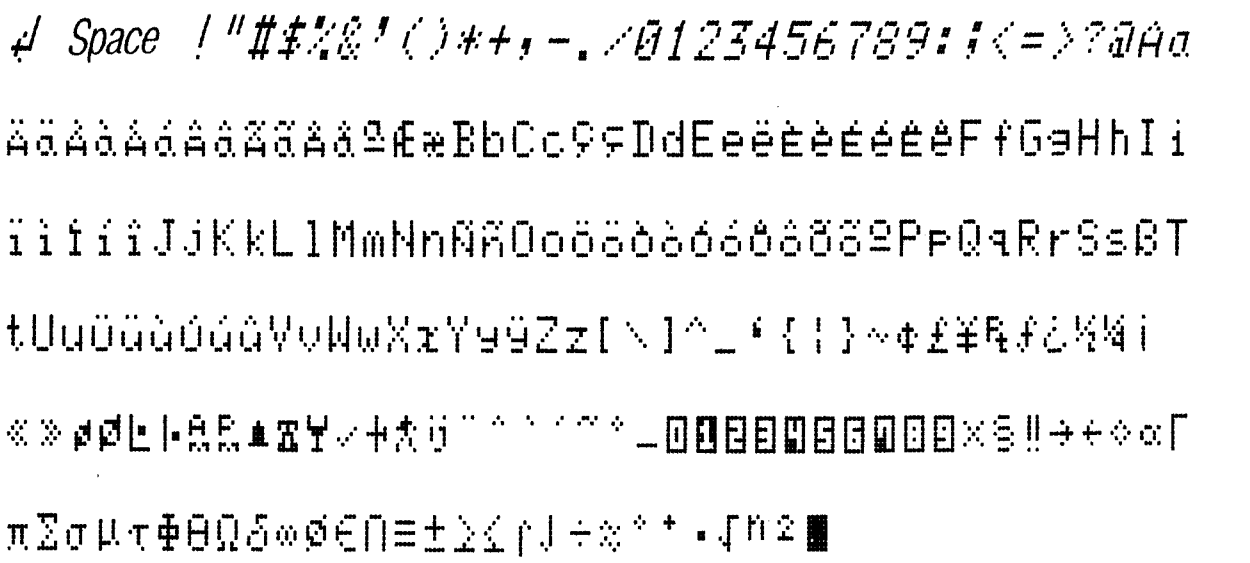
8. Replace the back cover and screw.
9. Press the RESET switch.
   If nothing appears on the display, adjust the contrast to darken the display using key operation as described in "Contrast Adjustment," page 12. If still nothing appears, repeat the battery replacement procedure.
   If meaningless characters or symbols appear on the display, repeat the battery replacement procedure.
10. If necessary, adjust the display contrast to a more easy-to-use setting. (Refer to "Contrast adjustment", page 12.)
11. Set the clock. (Refer to "Setting the HOME time and date", page 21.)

AUTO POWER OFF function

When none of the keys have been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.)

Character sorting order

Entries in the TEL mode are sorted and stored in the following order (according to the first character of each entry).


↵ Space ! " # $ % & ' ( ) * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ A a
Ä ä Å à Á á Â â Ã ã Ā ā Æ æ B b C c Ç ç D d E e Ë ë È è É é Ê ê F f G ə H h I i
Ï ï Ì ì Í í J j K k L l M m N n Ñ ñ O o Ö ö Ò ò Ó ó Ô ô Õ õ Ø ø P p Q q R r S s ß T
t U u Ü ü Ù ù Ú ú Û û V v W w X x Y y Ÿ ÿ Z z [\ ] ^ _ ‘ { | } ~ ¢ £ ¥ ₧ ƒ ¿ ¤ ¡
« » ▚ ▞ ▙ ▛ ▜ ▟ ▀ ▄ ▌ ▐ ¨ ^ ` ´ ˜ ° _ ⊞ ⊟ ⊠ ⊡ ▣ ▤ ▥ ▦ ▧ ▨ ▩ ⊗ ⊜ ‼ → ← ◇ α Γ
π Σ σ μ τ Φ Θ Ω δ ∞ ø ϵ ∩ ≡ ± ≥ ≤ ⌠ ⌡ ÷ ≈ ° ∙ · √ n ² ■

Specifications

Model	ZQ-4400
Product name	Electronic Organizer
Display	119 x 32 dot matrix liquid crystal display 20 columns x 4 lines (with 6 x 8 dot characters)

Electronic notebook section

TEL mode	Entry and recall of names, phone numbers, and addresses
SCHEDULE mode	Entry and recall of dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
ANNIVERSARY mode	Entry and recall of dates and details of anniversaries Anniversary notice function

CALENDAR mode	Display of calendars from January 1901 to December 2099 Schedule mark function distinguishing between morning and afternoon appointments Anniversary mark function
MEMO mode	Entry and recall of everyday memos
TO DO mode	Entry and recall of items, priority assignment
EXPENSE mode	Entry and recall of expense date, amount, payment type and description
Memory capacity	128 Kbytes (User area: Approx. 126 Kbytes) SCHEDULE mode capacity: Approx. 2,120 entries TEL mode capacity: Approx.3,400 entries MEMO mode capacity: Approx. 950 entries • The approximate entry capacities above assume the following average entry sizes when all memory is used by a single mode. SCHEDULE Description 32 characters/entry TEL Name 16 characters/entry Number 12 characters/entry MEMO 128 characters/entry
Maximum character string length per entry	512 characters
Other features	Secret function, data transfer, index display

Calculator

Digits	10
Functions	Addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, etc. (With currency/unit conversion function)

Clock

Crystal oscillation frequency	32,768 Hz
Clock precision	Average variance ±60 seconds per month (at 25°C/77°F)
Display contents	Year, month, day, day of week, hours, minutes, A.M./P.M., city names, time zone
Time system	12-hour or 24-hour
World clock function	Display of date and time for the world's cities Enable/disable control for daylight saving time display function

Common

Power	Main power supply: 6 V ⎓ (DC) lithium batteries (CR2032 x 2) Memory backup power: 3 V ⎓ (DC) lithium battery (CR2032 x 1)
Power consumption	0.01W
Battery life	**Operating batteries** • Approx. 1,200 hours When data is continuously displayed at an ambient temperature of 20°C (68°F). • Approx. 800 hours When data is searched for 5 minutes per hour, and the data is displayed for 55 minutes per hour, at an ambient temperature of 20°C (68°F). • Approx. 1.5 years When turned off, and the clock is running. **Memory backup battery** • Approx. 5 years (if operating batteries are replaced promptly when exhausted) • Approx. 3 years (if operating batteries are exhausted or not installed)

Operating temperature	0°C to 40°C (32°F to 104°F)
Exterior dimensions	
Open	138 (W) x 160 (D) x 9.3 (H) mm 5-7/16" (W) x 6-5/16" (D) x 3/8" (H)
Closed	138 (W) x 80 (D) x 17.5 (H) mm 5-7/16" (W) x 3-5/32" (D) x 11/16" (H)
Weight	155 g (0.34 lb.) (including batteries)
Accessories	Lithium batteries (CR2032 x 3), operation manual

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